



County of Santa Cruz

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# EMPLOYMENT LAW ATTORNEY

(ATTORNEY IV – COUNTY COUNSEL)

## OPEN AND PROMOTIONAL

SUPPLEMENTAL  
QUESTIONNAIRE  
REQUIRED

CLOSING DATE:  
FRIDAY, SEPTEMBER 19, 2025

SALARY:  
ATTORNEY IV: \$15,652 – 19,028 / MONTH

### COUNTY EQUITY STATEMENT

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

## THE POSITION:

The Santa Cruz County Counsel's Office is seeking an experienced employment law attorney to join a dynamic team of lawyers dedicated to public service. This attorney will primarily be responsible for advising the County's Human Resources department on employment-related legal issues such as interpretation and implementation of the Fair Employment and Housing Act, the Americans with Disabilities Act, Title VII, and the County's Civil Service rules and regulations. This attorney will also assist in the preparation and review of employee disciplinary documents, Equal Employment Opportunity investigation responses, and personnel-related resolutions and ordinances. At times, this attorney will represent County departments in disciplinary actions before the Civil Service Commission or in superior court proceedings. This attorney will also perform other municipal legal work (contract, general advice and counsel, etc.) depending on the needs of the office. Strong writing and oral communication skills are essential. Significant courtroom experience and previous municipal or general government law experience is desirable but not required.

## QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these would be:

Attorney IV: Three years of experience\* as an attorney practicing civil law for a public agency or four years of full-time experience as an attorney practicing general civil law.

\*Qualifying experience must be gained after admission to a State Bar.

SPECIAL REQUIREMENT: Membership in the California State Bar.

Required knowledge and abilities: To view the list of required knowledge and abilities go to the County of Santa Cruz employment opportunities site at:

<https://www2.santacruzcountyca.gov/personnel/Specs/JD7spec.html>

## SUPPLEMENTAL QUESTIONS:

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application. **Note:** Selective certification for positions in specific specialty areas may be based on the working knowledge and abilities demonstrated on your application. Your answers may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Please describe your experience practicing employment law. Please be specific as to the clients you represented, the scope of duties, the subject matter(s) of work handled, and any related information.
2. Please describe any experience you have practicing municipal law, including performing transactional work or providing advice and counsel to government agencies.
3. Please describe your civil litigation experience over the last five years (or longer, if applicable). Please include your familiarity with discovery and evidentiary procedures, the types of pleadings and motions drafted, etc.
4. Please describe any relevant courses, conferences, and trainings you have attended in the past three years that have enhanced your knowledge and skills as an attorney.
5. Please describe any additional work experience that makes you a competitive candidate for this position.



## **THE COMMUNITY:**

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to live, work, and play!

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

## **THE EXAMINATION:**

Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

## **HOW TO APPLY:**

Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2932. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.



## **HIGHLIGHTED BENEFIT OFFERINGS:**

**VACATION** – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** – 14 paid holidays per year.

**SICK LEAVE**– Six days per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT AND SOCIAL SECURITY** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDENT-CARE PLAN**– Employees who pay for qualifying child or dependent career expenses may elect this pre-tax program.

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.