

# TWO PROSECUTOR POSITIONS: CHIEF ASSISTANT CITY ATTORNEY AND ASSISTANT CITY ATTORNEY

City of Anaheim, CA





## THE COMMUNITY

The City of Anaheim, situated in the heart of Orange County, has a population of 350,000 residents within its 50 square mile city limits. It is the largest city in Orange County and one of the ten largest cities in California. Anaheim features a mild year-round climate with easy access to a wide array of cultural, entertainment and recreational options. The City embraces a vibrant cultural arts community, and several museums and performing arts venues. Professional sports teams include the Angels Baseball team and the Anaheim Ducks Hockey team. Entertainment options include the Disneyland Resort, golf, boutique shopping and a wide variety of restaurants. More than 40 million people visit Anaheim annually.

Anaheim has four distinct historic districts located in Central Anaheim. These districts encompass approximately two square miles and reflect the City's pride in, and emphasis on, maintaining the character and heritage of Anaheim. Anaheim also boasts world-class meeting and entertainment venues including the Anaheim Convention Center, which is LEED-certified and the largest on the west coast; Honda Center; City National Grove of Anaheim; and the Anaheim Garden Walk. The City supports a large number of diverse employers, including Walt Disney Company, L-3 Communications, Kaiser Permanente, Extron Electronics, and Northgate Gonzalez Markets.

Over the years, Anaheim has been transformed from a small farming community to an international destination. It is the home to major sports, entertainment, recreational and industrial communities. Boundless shopping, nightlife and dining options add to the appeal of the world-class City. Anaheim's thriving visitor industry and business community help support the City's neighborhoods and make Anaheim a great place to live, work and play.

To learn more, go to: [www.anaheim.net](http://www.anaheim.net)

## THE GOVERNMENT

Founded in 1857 as Orange County, California's first city, Anaheim is a full service, charter city with a council/manager government. The City Manager and staff oversee day-to-day operations, while a seven-member City Council sets policy and serves as the representatives for Anaheim's residents. The City Council includes a mayor elected to represent the entire city at large and six council members who are elected by districts. Enterprises, including Anaheim Public Utilities, the City's not-for-profit water and power provider, and the Convention, Sports & Entertainment Department, which runs the Anaheim Convention Center (the largest convention center on the West Coast) and oversees the Honda Center, Angel Stadium of Anaheim and the ARTIC Transit Center, making up a large part of Anaheim's annual budget. Anaheim's departments are made up of the City Council, City Administration, City Attorney, City Clerk, Housing and Community Development, Economic Development, Community Services, Convention, Sports & Entertainment, Finance, Fire & Rescue, Human Resources, Planning & Building, Police, Public Utilities and Public Works.

Anaheim has the unique distinction of being the only city in the County of Orange with a prosecutor's office that is delegated the authority to prosecute misdemeanors under state law. The Prosecution Division's goal is to protect the health, safety and welfare of the public through the effective prosecution of misdemeanor and infraction offenses within the jurisdiction of the Anaheim City Attorney in accordance with ethical obligations and professional standards.

The Prosecution Division is one of three divisions of the Office of the Anaheim City Attorney. The Office of the City Attorney provides legal advice and services to the City Council, City officials, staff, departments, boards, commissions and related City entities and enterprises; protects the interests of the City and its taxpayers; and assures that actions by, or on behalf of, the City and its related entities are in accordance with all applicable legal requirements. Besides Prosecution, the other two divisions are Civil and Legal Administration. The Office is budgeted for 33 full time employees, approximately half of which are assigned to Prosecution.

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### THE OPPORTUNITIES

The City of Anaheim is actively recruiting for the two top posts in the City's Prosecutor's Office: Chief Assistant City Attorney – Prosecution (reporting directly to the Anaheim City Attorney) and the Assistant City Attorney for the Prosecutor's Office.

#### *The Chief Assistant City Attorney - Prosecution*

The Chief Assistant City Attorney - Prosecution directs, manages, supervises, and coordinates the activities and operations of the Criminal Prosecution Division of the City Attorney's Office. The person in this position also coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the City Attorney; and assist the Police department in formulating policies and procedures relating to law enforcement activities.

The top areas of responsibility are:

- Assume management responsibility for the services and activities of the Criminal Prosecution Division within the City Attorney's Office.
- Ensure law enforcement agencies compliance with constitutional and statutory legal requirements.
- Proactively seek to influence policies and procedures of law enforcement agencies to ensure effective prosecution and to limit civil exposure; initiate and seek to influence state legislation regarding criminal law and procedures and victim rights and protection laws.

#### ***Experience, Education and Certifications***

- Requires eight years of increasingly responsible experience directly related to area of assignment/specialty, such as in the field of municipal, civil, constitutional, and administrative law or criminal law and criminal prosecution experience, including two years of administrative and supervisory responsibility directly related to area of assignment supplemented by a Juris Doctorate degree from an accredited school of law.
- Requires membership in the State Bar of California and license to practice in the federal courts. Possession of an appropriate, valid driver's license.

For a detailed description, please visit: <https://agency.governmentjobs.com/anaheim/default.cfm?action=specbulletin&ClassSpecID=795028&headerfooter=0>

#### *The Assistant City Attorney*

This Assistant City Attorney position will be assigned to the Prosecution Division and report directly to the Chief Assistant City Attorney – Prosecution. The Assistant City Attorney will direct, coordinate, and provide a variety of complex and difficult professional legal services in the Prosecutor's Office; prosecute the most complex and difficult cases and matters; and provide supervisory, managerial, and front-line assistance to the Chief Assistant City Attorney, including over the newly formed position of Community Prosecutor.

The top areas of responsibility are:

- Represent the City in the most difficult, sensitive, and complex criminal prosecution cases.
- Provide effective prosecution of misdemeanors and infractions occurring within the City; research, review and file cases; subpoena witnesses; prepare discovery responses; negotiate cases with opposing attorneys; represent the City in arraignments, pre-trials, jury trials, and appellate matters.
- Advise law enforcement personnel regarding criminal investigations.
- Ensure enforcement compliance with statutory and constitutional requirements.

#### ***Experience, Education and Certifications***

- Requires seven years of increasingly responsible experience directly related to area of assignment/specialty, such as in the field of municipal, civil, constitutional, and administrative law or criminal law and criminal prosecution experience, including two years of advanced journey level experience directly related to area of assignment/specialty supplemented by a Juris Doctorate degree from an accredited school of law.
- Requires membership in the State Bar of California and license to practice in the federal courts. Possession of an appropriate, valid driver's license.

For a detailed description, please visit: <https://agency.governmentjobs.com/anaheim/default.cfm?action=specbulletin&ClassSpecID=794035&headerfooter=0>

## THE IDEAL CANDIDATES

The City of Anaheim's City Attorney's Office fosters a collaborative and collegial environment, staffed with committed professionals who take pride in always being there for each other. As the Office eagerly emerges from the pandemic into the next phase, the City seeks to add service-committed legal professionals to the above roles.

The ideal candidates will have experience in prosecution, criminal law and policy guidance. They will have outstanding communication skills and effectively able to present policy positions to the community. The ideal candidate will be a confident, creative, organized and sincere person when acting as a liaison or representative of the Office when working with other departments, boards, commissions or the community. The selected candidates will be kind, supportive, mission-driven and focused on giving back to the community. Lastly, the selected candidates will embrace the "Anaheim Way" of doing business and the opportunity to make positive impacts throughout the community.

## COMPENSATION

The annual salary range for the Chief Assistant City Attorney is \$159,296 to \$219,032. The annual salary range for the Assistant City Attorney is \$144,486 to \$198,669. In addition to a competitive salary, the City of Anaheim offers a comprehensive benefits package including:

- Retirement – California Public Employees' Retirement System (CalPERS) 2.7% @ 55 for classic members who are existing CalPERS members of any agency with reciprocity (12% employee contribution); 2% @ 62 for new employees who have never been a CalPERS member, or a member but has a break in service longer than six (6) months (7.5% employee contribution); The City does not participate in Social Security.
- Health Plans – The City offers two HMO and two PPO health plans. Vision coverage is included at no cost. Employees may waive medical coverage and receive an opt-out credit when providing proof of coverage through another medical plan. Employees hired after March 31, 1986 pay 1.45% towards the Medicare Plan.
- Dental Plans – The City offers employees two dental insurance plans. One plan is at no cost to the employee.
- Retiree Health Savings Plan (RHS) – Employees will be enrolled in a Retiree Health Savings Plan funded by a City contribution and an employee contribution. This plan allows employees to save on a tax-free basis for medical premiums in retirement.
- Vacation – Accrual at the rate of four to nine hours per pay period, depending upon length of service. New employees to the City start at four hours per pay period. Employees are eligible for vacation leave upon completion of 13 pay periods.
- Sick Leave – Accrual at the rate of three hours per pay period, equal to 78 hours annually. Payment is made each January to employees for all accumulated hours in excess of 175 hours. May receive one floating sick day after January 1st of each calendar year.
- Holidays – Ten paid holidays provided annually. Administrative Leave- May receive sixteen hours of administrative leave after January 1st of each calendar year.
- Other Insurance Benefits – The City offers and participates in the payment of a group life insurance program for employees and their eligible dependents. Short-term and long-term disability (STD and LTD) insurance coverage is provided at no cost to the employee.
- Miscellaneous Benefits – Anaheim offers two tax saving opportunities through the Health Care and Dependent Care Flexible Spending Account that reduces taxable income. The City offers a voluntary 457 Deferred Compensation Plan for an additional tax-deferred savings option. Anaheim offers an Employee Assistance Program, REACH, free of charge to employees and family members.
- Access to a credit union provides City employees with a variety of products, services, and benefits.

## HOW TO APPLY

Please apply **on-line immediately** at [www.allianceRC.com](http://www.allianceRC.com). Candidate review will begin on March 25, 2022. The City of Anaheim anticipates first-round City interviews on April 13-14, 2022. For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda or Cindy Krebs

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