



CITY OF INGLEWOOD

Human Resources Department

Announces a Career Opportunity For:



SENIOR ASSISTANT CITY ATTORNEY LABOR RELATIONS

SALARY: \$7,452 - \$10,556/per month plus excellent fringe & retirement benefits.

APPLY IMMEDIATELY: Applications will be accepted by the Human Resources Department until a sufficient number of qualified applications are received. Interested parties must submit along with official application materials a copy of their Bar Certification.

ESSENTIAL JOB FUNCTIONS: Represents the City in various civil and administrative proceedings; performs legal research writing opinions on labor and employee relations current law; prepares and reviews draft ordinances, resolutions, contracts, deeds, leases and other legal documents to legal problems and prepares opinions for the City; provides assistance and renders advice in the prosecution of employee grievances; investigates major claims and lawsuits against the City; acts as the City Attorney's liaison with outside counsel. Candidates must have experience in labor contract negotiation and labor contract interpretation; employee discipline; responding to grievances; and providing general labor and employment law advice. Experience in the areas of application of state and federal family leave laws; employment litigation; and investigation of employee complaints of discrimination and responding to administrative complaints is highly desirable.

TO COMPETE IN THIS PROCESS YOU MUST complete an official City application and submit resume. Resumes are not accepted in lieu of completing the official city application. Applicants must possess a Juris Doctorate degree from an accredited Law School **AND** must be an active member in good standing of the California State Bar, have three (3) years licensed with the State of California Bar Association and four (4) years experience in the practice of Labor Relations / Employment laws. Applicants must be able to and skilled in performing legal work using independent judgment and developing and maintaining productive working relationships with all levels of staff, residents, business owners, elected official and court officials. **Public sector experience in labor and employment law is strongly preferred.**

THE SELECTION PROCESS begins with a complete review of all applications and resumes submitted for consideration. Only those applicants who are determined to be "**most qualified**", as reflected by their application materials, will be invited to participate in the Panel Interview, weighted 100% of your final score.

The Panel Interview is a *qualifications appraisal interview* designed to evaluate the applicant's knowledge, skills, abilities and experience necessary for this kind of work. Candidates who earn a minimum score of 70% in the Panel Interview will be placed on the employment eligibility list that is good for one-year unless otherwise stated. A careful character reference and work background review will be conducted along with a complete medical examination prior to appointment.

VETERANS' PREFERENCE: Honorably discharged veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to have five (5) points added to their final score. To claim preference points, qualifying applicants must submit their DD-214 by the final closing date.

OPEN: UNTIL FILLED

EPN: 2010

HIRING PROCESS

The City of Inglewood is a Civil Service Organization, which requires that all full-time appointments be selected from an active employment eligibility list. Once an eligibility list has been established for a specific job classification, the top three ranks of the employment eligibility list that are willing, ready and able to accept the position shall be certified to the hiring authority for a selection interview.

The Hiring authority may select any one of the top three ranks to recommend for appointment to the vacant position. Once a selection is made the candidate will receive a conditional employment offer letter contingent on passing a complete medical physical examination to include blood work, proof of authorization to work in the United States, and character / professional reference check. All new appointments shall serve a probationary period of one-year and newly hired employees can be terminated with or without cause during probation period.

If you are not selected for the current open position, your name remains on the employment eligibility list for a period of one year or whatever is stated on the job announcement. The Human Resources Department will continue to send your name to hiring departments for which you have not interviewed that have vacancies for the job classification for which you have applied until the eligibility list expires or is exhausted.

The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions in this bulletin may be modified or revoked without notice.

In Accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 must verify identity and entitlement to work in the United States by providing required documentation such as a US Passport or valid California Driver's license and a Social Security Card. The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

BENEFITS

MANAGEMENT / PROFESSIONAL UNIT

WORK SCHEDULE with

9/80 Employees work 9-hours per day Monday – Friday alternating Fridays off.

RETIREMENT

3% @ 60 Public Retirement System (PERS) Retirement Formula. City pays employee membership contribution. The City does not participate in social security.

HOLIDAYS

13 holidays per year including one floating holiday

VACATION

80 hours after the completion of the first year

SICK LEAVE

108 hours per year

INSURANCE

City paid health, dental, vision, and mental health plans

EDUCATION REIMBURSEMENT

\$800 annually after one year of service

PROFESSIONAL DEVELOPMENT

\$500 annual allowance

ADMIN LEAVE/COMP TIME

72 hours annually
