



# COUNTY OF SANTA CRUZ CIVIL SERVICE COMMISSION

# WE ARE HIRING

**COUNSEL TO CIVIL SERVICE COMMISSION  
\$200 HOURLY**

*Santa Cruz County Code Section 2.46 establishes a Civil Service Commission to prescribe, amend and enforce rules for the classified service. The Commission oversees recruitment, examination, selection, position classification and disciplinary systems to ensure merit principles are followed.*

The County of Santa Cruz is seeking an experienced Attorney to provide legal counsel and representation to the Santa Cruz County Civil Service Commission. Duties include interpreting and advising on civil service laws, regulations, and policies; advising on Brown Act, employment and administrative law issues; representing the Commission in court proceedings; drafting legal documents, including briefs, motions, and opinions; and conducting legal research. The incumbent will work closely with Commission members and government officials on an as needed basis to ensure compliance with legal standards and fair practices in civil service employment matters. Strong analytical, communication, and advocacy skills are essential for success in this role. Prior administrative law experience is preferred.

**TO APPLY OR REQUEST ADDITIONAL INFORMATION CONTACT:**

**Claire Schwartz, Employee Relations Program Manager**

**Phone: (831) 454-2958**

**SEND YOUR COVER LETTER AND RESUME TO**

**[Claire.Schwartz@santacruzcountyca.gov](mailto:Claire.Schwartz@santacruzcountyca.gov)**

**Last Day to Apply: Friday, November 15, 2024**