



NOTICE OF EXTENSION OF FINAL FILING DATE

EXAMINATION TITLE: Associate General Counsel, Unfair Labor Practices, Agricultural Labor Relations Board

EXAMINATION ID#: 3HR24

The November 6, 2023 Final Filing Date for the Associate General Counsel, Unfair Labor Practices, Agricultural Labor Relations Board examination has been extended to: **NOVEMBER 20, 2023.**

If you have already submitted an application (Form 678) for the **Associate General Counsel, Unfair Labor Practices, Agricultural Labor Relations Board** examination, DO NOT submit another application.

If you meet the minimum qualifications for the **Associate General Counsel, Unfair Labor Practices, Agricultural Labor Relations Board** based on the "Minimum Qualifications" on pages 1 & 2 of the original bulletin dated October 23, 2023, and would like to participate in this examination, please file an application following the filing instructions on page 2 of the bulletin.

If you have any questions regarding this examination, please contact Zach Kauffman at (916) 654-9177 or Zachary.Kauffman@edd.ca.gov.



ASSOCIATE GENERAL COUNSEL, UNFAIR LABOR PRACTICES, AGRICULTURAL LABOR RELATIONS BOARD

OPEN EXAMINATION – STATEWIDE

Testing Department: Agricultural Labor Relations Board
Bulletin Release Date: October 23, 2023
FINAL FILING DATE: **November 6, 2023**
Salary Range: \$11,665.00 - \$13,652.00 per month

POSITION DESCRIPTION

The Associate General Counsel, Unfair Labor Practices, Agricultural Labor Relations Board, under direction, monitors the unfair labor practice prosecution activities in all the regions; acts as the General Counsel's legal advisor regarding unfair labor practice matters; provides statewide direction and advice to the attorneys in the regions regarding prosecution of all unfair labor practices; advises the General Counsel's Office regarding statewide strategies for the prosecution of unfair labor practices; reviews pending charges and develops recommendations regarding the issuance of a formal complaint; provides advice and direction regarding potential settlement negotiations and dismissal actions; reviews pending settlements and dismissals and advises the General Counsel's Office regarding recommended course of action; and supervises lower level legal staff.

Positions exist statewide.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated on this bulletin may apply for this examination. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

All applicants must meet the experience and/or education requirements for this examination **by the final filing date, November 6, 2023.**

EDUCATIONAL REQUIREMENT:

Requires active membership in The California State Bar. (Applicants who are not members of The California State Bar but who are eligible to take the California State Bar examination or are in their final year of law school will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.) **AND**

***EXPERIENCE REQUIREMENT:**

Six years of experience in the practice of law*, of which four years must be in labor law and include administrative or civil litigation experience. (Applicants who have completed five years and six months of the required experience will be admitted to the examination, but must complete six years of such experience before they will be eligible for appointment.)

MINIMUM QUALIFICATIONS (CONTINUED)

*Experience in the "practice of law" or "performing legal duties" is defined as: (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California's state courts, or any other state's courts, or (3) legal experience acquired while practicing under a provisional license to practice law issued by the State Bar of California's Provisional Licensure Program, to constitute experience in the practice of law. For an individual's judicial clerkship to qualify as experience in the practice of law or "performing legal duties", the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

FILING INSTRUCTIONS

Examination Applications (STD 678) are available at the California Department of Human Resource's website home page at <http://jobs.ca.gov/pdf/std678.pdf>.

For this administration, we will accept examination applications that are directly emailed to EDDExaminations@edd.ca.gov. Please include the examination title **Associate General Counsel** in the subject line. If you are unable to email your application, you can submit your application via one of the following methods: by U.S. mail, parcel delivery, courier service or in person, as set forth in this announcement. If you have any questions, please contact Zach Kauffman via email at Zachary.Kauffman@edd.ca.gov, or call (916) 654-9177, for assistance.

All Examination Applications must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 4:30 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **AGC Exam**
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN-PERSON ADDRESS:

Employment Development Department
Human Resource Services Division, MIC 54
Attention: **AGC Exam**
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

NOTE: All applicants **MUST** provide a current, valid email address on their application. The Qualifications Assessment (QA) examination link will be sent to the email address provided. Failure to provide a current and valid email address may result in non-receipt of examination information, in a timely manner, which could result in disqualification from the examination. All examination notifications (except the final results notice) will be sent by email.

Applications must also contain the following information: "to" and "from" dates (month/day/year) of employment, time base, civil service class title(s), and range, if applicable. In addition, college course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications received without this information may be rejected.

SIGNATURE REQUIRED: Applications submitted for this examinations via USPS, hand delivery or email, **MUST** have an original signature. E-signatures will be accepted.

SPECIAL TESTING ARRANGEMENTS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made

EXAMINATION INFORMATION

This examination will consist of a **Qualifications Assessment** weighted 100%. In order to obtain a position on the eligible list, a minimum rating of **70% must be attained**.

QUALIFICATIONS ASSESSMENT – WEIGHTED 100%

It is anticipated that candidates who meet the minimum qualifications for this examination will be sent an email **the week of November 20, 2023** to the email address provided on their application. The email will contain the instructions and the link to complete the online Qualifications Assessment (QA) examination. **PLEASE NOTE:** Candidates will have 7 calendar days to complete the QA from the date emailed. The QA **will not** be accessible after 5:00pm on the 7th day.

It is the candidate's responsibility to contact the Human Resource Services Division at EDDExaminations@edd.ca.gov if they have not received an email with the QA link **by November 27, 2023**. Please monitor your email account's SPAM, Junk, Bulk, etc. folder(s) as the examination email may be filtered depending on your specific account settings.

COMPETITORS WHO DO NOT COMPLETE THE QUALIFICATIONS ASSESSMENT OR DO NOT SUBMIT IT BY THE DUE DATE WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

SCOPE OF THE EXAMINATION

KNOWLEDGE OF:

1. The Agricultural Labor Relations Act, Agricultural Labor Relations Board case law and attendant regulations.
2. Relevant National Labor Relations Act case law, Legal principles and their applications.
3. Legal research methods.
4. Administrative law and the conduct of proceedings before Administrative Law Judges.
5. Scope, character, and principles of California statutory law, provisions of the California Constitution, administrative regulations, and case authorities administered or enforced by the General Counsel, Agricultural Labor Relations Board.
6. Principles of labor law, administrative law, and civil litigation.
7. Rules of evidence and conduct.
8. The Department's Equal Employment Opportunity (EEO) program objectives.
9. Principles and practices of personnel management, employer/employee relations under the provisions of the Ralph C. Dills Act, and negotiated collective bargaining unit agreements.

ABILITY TO:

1. Analyze legal principles and precedents and apply them to complex legal problems.
2. Perform and direct legal research.
3. Present statements of fact, law, and argument clearly and logically in written and oral form.
4. Draft opinions, pleadings, rules, regulations, and legislation.
5. Negotiate effectively.
6. Recognize the special problems of employer-employee relations (Ralph C. Dills Act)
7. Independently present difficult and complex cases before Administrative Law Judges.
8. Effectively contribute to the Department's Equal Employment Opportunity objectives.
9. Understand and fulfill management responsibilities under the Ralph C. Dills Act (State Employer/Employee Relations) and negotiate collective bargaining unit agreements.

ELIGIBLE LIST INFORMATION

Names of successful competitors will be merged onto the existing **DEPARTMENTAL PROMOTIONAL** list in order of final scores regardless of test date. List eligibility will expire **24** months after it is established. **COMPETITORS MAY COMPETE ONLY ONCE IN ANY CONSECUTIVE 12-MONTH PERIOD.**

VETERANS' PREFERENCE

Veterans Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits do **not** apply and will **not** be added to the final score of this examination.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

CONTACT INFORMATION

The EDD encourages all potential applicants to **read this entire bulletin**. All inquiries about this examination should be directed to EDDExaminations@edd.ca.gov. Please include the examination title, **Associate General Counsel**, in the subject line. Also, you may contact the Exam Analyst, Zach Kauffman, at (916) 654-9177.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division at (916) 653-0622, three weeks after the FINAL FILING DATE if he/she has not received a notice via email or U.S. mail.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this examination, and all candidates who pass will be ranked according to their scores.

EXAM APPLICATIONS (STD 678) are available on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf>

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, an ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final examination scores regardless of the date of the examination and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

VETERANS' PREFERENCE: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

GENERAL INFORMATION (CONTINUED)

CAREER CREDITS: Career Credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the CalHR, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form STD. 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone: (916) 654-9177
Website: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.