

CALIFORNIA LAW REVISION COMMISSION

c/o UC DAVIS SCHOOL OF LAW
400 MRAK HALL DRIVE, DAVIS, CA 95616
530-752-3626



Recruitment of Executive Director

The California Law Revision Commission is recruiting an Executive Director.

The Commission is a 10-member public body, consisting of seven gubernatorial appointees, a member of the Assembly, a Senator, and the Legislative Counsel. The Commission studies problems in California law, as authorized by the Legislature, and recommends statutory reforms to address them. Since its formation in 1953, over 90% of its recommendations have been enacted into law, affecting more than 25,000 code sections.

The Commission also administers a second multimember law reform body, the Committee on Revision of the Penal Code (comprised of five gubernatorial appointees, an Assembly Member, and a Senator). It was formed in 2020 to make recommendations for criminal justice reform. In 2020–2022, the Committee made 34 recommendations to the Legislature. Twelve have been fully or partially enacted into law and another six have been introduced as bills in 2023.

The Executive Director is the administrative head and chief counsel of the agency, with overall responsibility for agency operations and the success of its law reform mission. Significant legal experience and membership in the California Bar are required.

Monthly Salary: \$12,679 - \$15,101, with full State benefits.

Start Date: September 25, 2023.

Location: Must reside in California. The agency's headquarters is on the UC Davis campus, but most work can be performed remotely. Occasional in-state travel required, most frequently to Sacramento.

Agency Size: In addition to the Executive Director, the Commission is authorized to employ eight attorneys and three support staff. Of those, two attorney and one support position are currently being filled. All legal staff work remotely; administrative staff are mostly remote, with some office visits.

Major Active Studies: (1) Recommend statutory reforms to address deficiencies in existing antitrust law. (2) Recommend statutory reforms to achieve, in state law, the effect of the federal Equal Rights Amendment. (3) Prepare a technical clean-up of certain hazardous waste statutes.

For more information, contact: Debora Larrabee, dlarrabee@clrc.ca.gov.

Duties

The principal duties of the Executive Director are as follows:

(1) Provide all necessary legal support to the Commission for its law reform studies. This includes performing all of the following duties, as well as supervising subordinate attorneys in the performance of those duties:

- Work with the Legislature to define the Commission’s assignments and authority.
- Conduct legal and policy research and analysis in a wide range of topic areas.
- Draft clear, concise, informative, and objective memoranda for consideration by the Commission at its public meetings.
- Facilitate discussion of those memoranda at the public meetings.
- Draft clear and legally sound statutory language, consistent with California legislative drafting conventions.
- Draft clear, concise, informative, and objective reports, explaining and setting out the Commission’s recommended statutory reforms. These reports play a critical part in the Legislature’s consideration of the Commission’s proposals and also provide an important source of legislative history.
- Work with legislative staff to assist in the Legislature’s consideration of Commission-recommended bills. This includes working with the Office of Legislative Counsel to prepare a bill draft, providing analysis of opposition concerns, drafting amendments, drafting background documents, and appearing in policy committee hearings to answer questions. It does not include advocating for passage of a bill.
- Work with stakeholder groups to solicit, analyze, and present their input to the Commission. This includes working with the California Lawyers Association, the Judicial Council, the California Judges Association, legislative advocates, subject matter experts, and academics.
- Ensure compliance with all applicable government ethics and transparency laws (including the Bagley-Keene Open Meeting Act, the California Public Records Act, and the Political Reform Act of 1974).
- Act as liaison to the Governor and Legislature.

(2) Direct the administration of the Commission as a state agency. This includes:

- Work with the Department of Finance to prepare the Commission’s annual budget.
- Direct the work of administrative staff with respect to all aspects of agency administration, including procurement and contracting, personnel, accounting, facilities and equipment, training, travel, and information technology.
- Develop and ensure compliance with required state policies (e.g., Equal Employment Opportunity, Reasonable Accommodation, Conflict of Interest Code, Incompatible Activities, Anti-Nepotism, Training).
- Oversee the production and dissemination of the Commission’s official reports.
- Supervise all agency staff.

Requirements

- Active membership in the California Bar, in good standing.
- At least 10 years of legal work experience.

Desirable Qualifications

- Legislative or other policymaking experience.
- Management, supervisory, or other administrative experience.
- Experience working as staff to a multimember body or other principal.
- Public speaking and meeting moderation experience.
- Ability to explain complex matters clearly, both orally and in writing.
- Knowledge of antitrust or other unfair competition law.
- Knowledge of sex discrimination law.

Recruitment Process

Applications must include a cover letter, resume, writing sample (with a statement of the extent to which it was coauthored or edited), and three professional references.

Applications should be sent by electronic mail to dlarrabee@clrc.ca.gov. Applications can be sent at any time, but the screening and selection process will begin in April and may conclude at any time thereafter.

The current Executive Director is retiring on October 26, 2023. The start date for this position is September 25, 2023. This will provide a one-month period during which the current Executive Director can train and advise the new Executive Director.
