



CITY OF
**HUNTINGTON
BEACH**

Chief **Chief** Chief
Litigation **Litigation** Litigation
Counsel **Counsel** Counsel



Recruitment Services Provided by
Ralph Andersen & Associates

An Outstanding Opportunity



The City of Huntington Beach is seeking a seasoned litigator and legal strategist to serve as its next Chief Litigation Counsel to lead the City's trial and litigation efforts in all civil lawsuits. In this role, you will manage a diverse caseload, develop courtroom and trial advocacy skills, and represent the City in a wide range of legal matters.

Reporting to the City Attorney who was appointed in 2024 and is running unopposed in the upcoming election, this legal professional will be eager to focus on a wide array of litigation matters, typical of those found in a robust and dynamic municipal environment. Top contenders will bring a solutions-oriented approach and effective advocacy to representing the City in litigation, handled primarily in-house, and at times, effectively managing litigation services provided by external firms for specialty areas.

Surf City, USA



The City of Huntington Beach is located in northwestern Orange County 35 miles southeast of Los Angeles and 90 miles northwest of San Diego. The City encompasses 28 square miles of water, making it the 24th largest city in California. With a population of about 202,265 residents, Huntington Beach is the fourth largest populous city in Orange County.

Known as "Surf City USA," Huntington Beach features nearly 8.5 miles of spacious beaches and hosts annual visitor population of over 11 million people, especially during the summer, and features numerous large-scale special events, surf competitions and festivals. Even with its swell of visitors, Huntington Beach has been listed for decades as among the FBI's safest cities in the nation.



In 2022, WalletHub ranked the City of Huntington Beach #1 in the Nation for quality of services to residents.

Huntington Beach consistently ranks near the top of WalletHub's annual rankings of the happiest cities in the country.

The Community continued

Huntington Beach has one of the largest recreational piers in the world and has the longest concrete pier in California. The City is home to a thriving beach community and is consistently named as one of the top ten beaches in California. Running parallel to Pacific Coast Highway and just steps from the ocean is a ten-mile strand perfect for biking, inline skating, jogging, or a leisurely stroll.

Huntington Beach boasts a wide variety of municipal amenities. It has a world-class Central Library with four branch libraries. The City's Park system includes 79 public parks (including a dog park), riding stables, and the largest city-owned and operated regional park in Orange County – the 356-acre Huntington Central Park. Residents enjoy five recreation centers (including a senior center), three miles of equestrian trails, two golf courses, 72 tennis courts, a marina, and a protected wildlife preserve.

Huntington Beach draws some of the largest crowds in the world for its popular events, including the U.S. Open of Surfing AVP Pro Beach Volleyball, the Surf City Marathon, and the Pacific Air Show. It's also home to the International Surfing Museum, the Surfing Walk of Fame, the Surfing Hall of Fame, the Bolsa Chica Ecological Reserve, and the Huntington Beach Art Center.

The community's 35 elementary schools and five public high schools frequently receive local, state, and federal awards and honors, including recognition as California Distinguished Schools and National Blue Ribbon Schools. Golden West College, a community college, is located in the City. Orange Coast College; the University of California, Irvine and California State Universities at Long Beach and Fullerton also provide convenient proximity to higher education. Huntington beach is an extremely diversified business community. No single business or industry dominates the local economy, which supports leading commercial, industrial, and recreational industries ranging from tourism and leisure to aerospace, high technology, and advanced manufacturing.

To learn more about the City of Huntington Beach, please visit www.huntingtonbeachca.gov.

City Government

Huntington Beach was incorporated as a Charter City in 1909 and operates under the Council/Manager form of government. A seven-member City Council serves as the governing body. Members are elected at-large to four-year overlapping terms. City Council members are limited to two consecutive terms. The City Attorney, City Clerk, and City Treasurer are also elected and serve four-year terms. The Mayor and Mayor Pro-Tem roles are designated on an annual rotating basis.

The City's 12 major departments include the City Attorney, City Clerk, City Treasurer, City Manager, Community Development, Community & Library Services, Finance, Fire, Human Resources, Information Services, Police, and Public Works.

The City Attorney's Office

The Office of the City Attorney represents and advises the City Council and all City officials in all matters of law pertaining to the business of the City of Huntington Beach. Among other things, the City Attorney defends the City in all lawsuits, prepares and/or reviews all City Ordinances, Resolutions, contracts and other legal documents and attends City Council meetings, Planning Commission meetings, and other City staff meetings. The City Attorney also prosecutes criminal cases arising from violation of the provisions of the City Charter or Huntington Beach Municipal Code, and such State misdemeanors as the City has the power to prosecute.

The City Attorney's Office consists of an elected City Attorney, Chief Assistant City Attorney, one Senior Deputy Community Prosecutor, a Chief Litigation Counsel, four Senior Deputy City Attorneys, a Deputy City Attorney II, four support staff, and law school externs.



Responsibilities of the Chief Litigation Counsel

This position is a civil service position (represented by a bargaining unit) under general direction of the City Attorney. The Chief Litigation Counsel is responsible for ensuring the effective presentation of the City's legal position in all Civil litigation and ensures the delivery of appropriate legal advice and representation of the City and its directors, managers, and employees. Directly supervise attorneys within the Litigation Division of the City Attorney's Office. Additionally, the Chief Litigation Counsel collaborates with external attorneys for the provision of contract attorney services and approves related expenditures.

Key responsibilities include:

- Handles civil litigation in State and Federal courts, including preparing pleadings, motions, and discovery documents, taking depositions, arguing motions, attending conferences and hearings, and trying civil cases (both jury and bench).
- Advises the City Attorney and the City Council, as appropriate, concerning litigation to which the City is a party including litigation assigned to outside counsel by the City Attorney.
- Provides direction, supervision, and oversight to all attorneys within the Litigation Division of the City Attorney's office.
- Manages and oversees daily litigation activities, including court calendars, document management, and case management.
- Manages City expenditures for outside counsel as assigned by the City Attorney.
- Study and interpret laws, court decisions, ordinances, and other legal authorities.
- Prepare pleadings and handle depositions, interrogatories, pretrial motions, hearings, trials, appeals, settlement conferences and other legal matters in representation of the City, its officials, directors, managers, employees, boards, commissions, and volunteers when needed.

The Ideal Candidate

The ideal candidate for Chief Litigation Counsel will have a minimum of five years of progressively responsible experience in civil litigation and trial work in the State of California, including serving as lead counsel in at least five (5) civil jury trials brought to verdict in Superior or Federal Court. Must be admitted to practice in both state and federal courts.

The ideal candidate will also have exceptional communication skills including the ability to be clear and concise in oral and written form. Top contenders will also be skillful at analyzing and preparing a wide variety of legal documents. Critically important is the ability to establish and maintain cooperative and collaborative relationships with city-wide staff, the City Council, members of Boards and Commissions, and other governmental agencies.



Other personal traits and characteristics include:

- Being a **confident and engaging professional** with a passion for public service and strong work ethic.
- Embracing the **core values of integrity, honesty, and the ability to lead by example.**
- Being a strategic and forward-thinking legal advisor who can **operate at a high-level to provide advice and counsel.**
- Possessing the ability to **contribute to the successful completion of projects within the City Attorney's Office and work collaboratively as part of a team** all in direct support of the City Attorney.

In support of the City Attorney and the overall mission of the City Attorney's Office, the Chief Litigation Counsel will be an inclusive and thoughtful legal advisor who listens first, seeks input, and then consistently presents legal options for consideration, allowing for a thorough analysis of all aspects of an issue. With broad legal experience, the ideal candidate will be able to evaluate controversial situations and present options in a clear and concise fashion. Other personal attributes include being approachable and having a can-do attitude and customer service approach.

Qualifying Experience and Education

Education:

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

Experience:

Minimum of five (5) years of progressively responsible experience in civil litigation and trial work in the State of California, including serving as lead counsel in at least five (5) civil jury trials brought to verdict in Superior or Federal Court. Must be admitted to practice in both state and federal courts.

All highly qualified candidates that meet the above noted requirements are strongly encouraged to apply for this outstanding opportunity. Specific legal experience dealing in the broad areas of the law as expanded earlier in this brochure and will be a plus for top candidates.

Compensation and Benefits

The annual salary range for the Chief Litigation Counsel is up to \$258,000, with placement salary dependent on qualifications and experience. In addition to salary, Huntington Beach offers a competitive benefits package that includes, but is not limited to:

Retirement: California Public Employees Retirement System (CalPERS) Classic members 2.5% @ 55 formula (8% employee contribution). New Members to CalPERS fall under a 2% @ 62 (7.25% employee contribution) benefit formula. The City does not pay in to Social Security; however, all employees pay 1.45% towards Medicare.

Health Insurance: Health (medical/dental/vision) is provided. City pays up to \$1,710.36/mo. for available PPO Employee + Family health premiums; plans available include Kaiser or Blue Shield TRIO, HMO, PPO, or HDHP, Delta Dental HMO or PPO, and VSP Vision.

Group Life Insurance: City offers \$50,000 of life insurance coverage, with employee options to purchase additional coverage.

Long-Term Disability Insurance: City provided plan.

General Leave: with pay of 176 hours. After four years' service, additional General Leave hours are earned; up to 256 hours after 15 years' service.

Administrative Leave: All full-time unit employees shall be entitled to sixty (60) hours of administrative leave per calendar year. Administrative leave shall not carry over to the next year and holds no cash value.

Holidays: 12 paid holidays/year.

Work Schedule: Flexible work schedule available with City Attorney approval.

Flexible Spending Account: Available; employees use pre-tax salary to pay for regular childcare, adult dependent care, and/or medical expenses.





To Be Considered

Closing date for receipt of interest is **Monday, November 16, 2026**. An electronic version of all submittals is required. Interested candidates should apply immediately by sending a comprehensive resume, and a compelling cover letter to apply@ralphandersen.com.

References are not required at the time of submittal, and no contact will be made with references or current employers until a mutual interest has been established to ensure the utmost confidentiality.

Questions, nominations, and confidential inquiries regarding this position or the recruitment process should be addressed to: Fred Wilson, Project Director at (916) 630-4900 or by submitting an email to fred@ralphandersen.com.

Equal Employment Opportunity

The City of HB is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, national origin, sex, disability, cultural background, and sexual orientation.

www.huntingtonbeachca.gov