STAFF COUNSEL
(EMPLOYMENT/HEALTHCARE/LITIGATION)

WHO WE ARE
The Los Angeles County Employees Retirement Association (LACERA) administers and manages the $70 billion retirement fund for the County of Los Angeles. We provide retirement, disability, and death benefits to eligible County employees and their beneficiaries, and collect, deposit, invest, and manage retirement funds collected from the County, outside districts, and County employees. LACERA is the largest county retirement association in the United States with over 184,000 members. Our membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities.

ABOUT THE STAFF COUNSEL POSITION
The two vacancies are located in the Legal Division, which is responsible for providing legal advice and representation to LACERA and its Boards of Retirement and Investments. The Legal Division is comprised of a Chief Counsel, a Legislative Affairs Officer, Senior Staff Counsels, Staff Counsels, Legal Analysts, Legal Secretaries, and will soon add a Director of Compliance. Legal staff work in one of four sections: Litigation, Investments, Benefits, and Disability.

There are current vacancies in the Litigation (for employment/healthcare/litigation work) and Investments sections.

MISSION
Produce, Protect, and Provide the Promised Benefits

VALUES
Professionalism, Respect, Open Communication, Fairness, Integrity, and Teamwork
EMPLOYMENT/HEALTHCARE/LITIGATION:
THE STAFF COUNSEL ROLE

The Staff Counsel position reports to LACERA’s Senior Staff Counsel and Chief Counsel. The role of Staff Counsel includes:

• Providing litigation support to the litigation team including handling administrative appeals and writs of mandamus filed in Superior Court
• Providing advice to the Retiree Healthcare Division on legal healthcare issues and contracting advice
• Providing legal advice to the Human Resources Division on all aspects of employment and labor matters, including civil service rules and LACERA policies
• Monitoring and overseeing LACERA’s compliance with the Fair Political Practices Commission (FPPC) and Conflict of Interest issues as set forth in the Political Reform Act
• Assisting Senior Staff Counsel and Chief Counsel on special assignments, as needed

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

• Excellent litigation skills and experience
• Excellent knowledge and experience in employment law
• Excellent knowledge and experience in healthcare law
• Possesses great attention to detail
• Ability to work well both in a team environment and independently with limited supervision
• Demonstrated ability to do the following:
  o Research and analyze legal issues, assess risks, and distill into succinct business advice
  o Set priorities effectively and oversee multiple projects in a fast-paced environment
  o Work well under time constraints and meet deadlines
  o Work effectively with other in-house attorneys, outside counsel, and with business executives
  o Manage multiple assignments simultaneously and have strong organizational skills

SELECTION REQUIREMENTS

Four years experience in the practice of public agency law, or in litigation, investments and contracts, employment and employee relations, healthcare, probate, or family law.

Requirements will be based on the position applied for as described in this announcement.

LICENSE:
Admission to practice law in all courts of California.

The Ideal Candidate will satisfy the position’s requirements and possess the following Desirable Qualifications:

EMPLOYMENT/HEALTHCARE/LITIGATION:

• Demonstrated experience providing legal advice to persons responsible for health care benefits administration oversight
• Demonstrated experience reviewing and negotiating contracts for business products and services
• Demonstrated experience applying consistent and fair application of statutes and regulations
• Demonstrated knowledge of laws affecting contracts and healthcare
• Demonstrated litigation experience
• Demonstrated experience providing advice on employment matters such as discrimination, discipline, civil service rules, and workplace investigations
• Demonstrated experience drafting workplace policies and procedures that comply with federal, state, and local laws
• Demonstrated experience providing advice on labor law matters including collective bargaining agreements
• Demonstrated ability to identify issues warranting legal recourse
• Demonstrated knowledge of open meeting laws, including the Ralph M. Brown Act (the open meetings law for local governments)
• Demonstrated knowledge of the California Public Records Act
• Demonstrated knowledge of the Political Reform Act of 1974 and Fair Political Practices Commission (FPPC) regulations promulgated with respect thereto
• Demonstrated experience and knowledge of Conflict of Interest Code and Statement of Economic Interests (Form 700) filings and the Conflict-of-Interest Code filed by local agencies
• Demonstrated experience redlining documents using Microsoft Word
• Excellent and effective written and oral communication skills

ANNUAL SALARY
$126,681.00 - $191,742.00

HOW TO APPLY

***DO NOT APPLY ONLINE***

How to Submit Your Interest...

If you wish to be considered please submit your resume along with a letter of interest which details your experience in Employment/Healthcare/Litigation and the above described desirable qualifications.

Submit your resume and cover letter to:
Sharon Norton, Senior Human Resources Analyst
snorton@lacera.com

LACERA is an Equal Opportunity Employer
This is not a Civil Service Examination