SENIOR STAFF COUNSEL
(EMPLOYMENT/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 SENIOR STAFF COUNSEL POSITION
The vacancy is 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. This opening is in the Litigation section.

MISSION
Produce, Protect, and Provide the Promised Benefits

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

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

- Provides legal support to Human Resources Division on a wide range of employment matters including labor laws, discrimination laws under Fair Employment and Housing Act (FEHA), Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA), civil service rules and workplace investigations. Participates at the bargaining table during union negotiations.
- Works closely with Chief Counsel on complex and sensitive employment, ethical and fiduciary matters and advices senior leadership on significant and challenging legal issues.
- Represents LACERA in litigation, including defending against petitions for writs of mandate and challenges to Board actions in connection with benefit determinations and other matters.
- Drafting memos, policies and procedures for the Board of Retirement and Committees on complex and diverse areas of law including fiduciary and ethical duties, conflicts of interest, the California Public Records Act, the Ralph M. Brown Act.
- Presenting in open and closed session on legal topics.
- Supervises the activities of subordinate staff counsel and legal staff.
- Provides legal support of the Boards and Committees at meetings in the absence of Chief Counsel.

SELECTION REQUIREMENTS

One (1) year of experience as Staff Counsel, LACERA

- OR -

Seven (7) years of progressively responsible experience in the practice of public agency, public retirement law, or employment law.

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/LITIGATION:

- Demonstrated knowledge of County Employees Retirement Law of 1937 (CERL), Ralph M. Brown Act (the open meetings law for local governments) and the California Public Records Act
- Demonstrated knowledge of the Political Reform Act of 1974 and Fair Political Practices Commission (FPCC) regulations promulgated with respect thereto
- Demonstrated experience drafting workplace policies and procedures that comply with federal, state, and local laws
- Demonstrated ability to identify issues warranting legal recourse
- Demonstrated experience supervising staff
- Excellent and effective written and oral communication skills

ANNUAL SALARY:

$169,178.52 - $256,065.48

HOW TO APPLY

***DO NOT APPLY ONLINE***

How to Submit Your Interest...

If you wish to be considered for the position, please submit your resume along with a letter of interest which details your experience.

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