

COUNTY OF SAN DIEGO

ASSISTANT CHIEF LEGAL OFFICER (Actual Class: Retirement Assistant General Counsel)

SAN DIEGO COUNTY EMPLOYEES RETIREMENT ASSOCIATION (SDCERA)

Anticipated Hiring Range: Depends on Qualifications

Excellent Benefits Package

www.sandiegocounty.gov



THE DEPARTMENT

SAN DIEGO COUNTY RETIREMENT ASSOCIATION

SDCERA administers retirement and associated benefits for eligible County of San Diego employees and other participating employers. As both a County department and an independent association, we have approximately 49,500 active, deferred and retired members and beneficiaries. To learn more about SDCERA, go to: www.sdcera.org.



THE POSITION

SDCERA is seeking a dynamic, highly motivated, and team-oriented leader to fill an immediate opening for **Assistant Chief Legal Officer**. This is an outstanding and exciting career opportunity in a complex and dynamic environment for an exceptionally qualified and highly motivated individual. Under direction of the Chief Legal Officer, positions in this class represent the San Diego County Employees Retirement Association (SDCERA) and provide or assist with the delivery of legal services to the Board of Retirement, Board committees, SDCERA officers, and other staff, including but not limited to the following areas: governance, compliance, administration, and other duties. Responsibilities include the following:

- Provide guidance and advice in the matters of law and trial tactics, resolution drafting and interpretation, legal research, preparation of legal briefs and opinions, trial and appellate practices, ethical issues such as conflict of interest and disclosure of economic interests pursuant to the Political Reform Act and Government Code section 1090, whistleblower and other employment-related complaints and other legal issues.
- Prepare or assist in the preparation of agendas, minutes, Board policies and procedures, and Board reports, and attend Board and committee meetings, and related legal hearings.
- Prepare responses to member and staff inquiries concerning CERL and PEPR, the pension benefit for different tiers and member categories, general application of disability policies and procedures, retiree health benefits, family law and probate matters affecting benefit administration, and supplemental or ancillary benefits.
- Prepare responses concerning HIPAA and other SDCERA member privacy issues.
- Prepare responses concerning legal issues associated with SDCERA's investments, investment policies, and investment transactions, including compliance with applicable law and preparation and review of investment related contracts.
- Assist in handling certain SDCERA business disputes and litigation issues internally as deemed appropriate.
- Assist in the development and implementation of SDCERA's strategic plan and the Board of Retirement's directions, policies, and decisions.
- Identify and analyze legal risks.
- Assist and coordinate with SDCERA staff concerning RFP's and other vendor selection issues, including negotiation and preparation of vendor contracts.
- Assist with employee hiring, retention, and discipline issues.
- Assist in the preparation and monitoring of internal and external legal budgets to ensure cost effective delivery of legal services.
- Stay current on legal developments relevant to SDCERA's business and affairs.



IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following leadership competencies, knowledge, experience, and attributes:

- Has a broad understanding of legal principles, legal research, and legal issues related to public agencies
- Possesses knowledge of State and Federal statutory and case law applicable to public entities in California, particularly retirement system, including but not limited to CERL, PEPR, the California Constitution, conflict of interest laws, the Brown Act, and Public Records Act
- Possesses knowledge of California law regarding family law related to dividing community property, trusts and estates and intestate succession
- Is familiar with California disability law as it applies to retirement systems.
- Has knowledge of the rules and procedures for California State and Federal Courts and has experience litigating in those venues.
- Has knowledge of the San Diego County Charter, Code of Regulator Ordinances, Administrative Code, and related authorities
- Possesses basic computer operation and software programs such as legal research, word processing, and electronic mail
- Has experience managing the overall legal activities of a public organization
- Has experience explaining facts, laws, and arguments clearly, logically and persuasively in written and oral form to a board of directors, staff, consultants, managers, service providers, and outside counsel
- Possesses the ability to communicate with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy
- Has a proven track record providing responsive, high quality legal services on behalf of a large public entity

MINIMUM QUALIFICATIONS

Active membership and in good standing with the State Bar of California and five (5) years of experience that demonstrates the ability to perform the essential functions of the classification.



SALARY & BENEFITS

COMPENSATION

The anticipated hiring range will depend on qualifications. Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, ten days of executive time off, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the San Diego County Employees Retirement Association
- Deferred Compensation Program 457(b) and 401(a) plans
- May be eligible for relocation allowance up to \$15,000

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications and résumés may be submitted online at www.sandiegocounty.gov/hr; select Current Job Postings, Job Number 23029207U. Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of services, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.

The deadline to submit your application is September 29th.
Interviews will begin the week of September 18th.

SPECIAL NOTES

The Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

CONTACT INFORMATION

You may direct any questions regarding the position, application and selection process to Veronica Gibson, Senior Executive Recruiter, Department of Human Resources, at Veronica.Gibson@sdcounty.ca.gov.



COUNTY OF SAN DIEGO
**DIVERSITY
& INCLUSION**



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.

The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](http://sandiegocounty.gov) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.