



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SENIOR DEPUTY GENERAL COUNSEL

<b>Group-Section:</b> General Counsel	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 71 <b>Job Code #:</b> YC20
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### JOB SUMMARY

This is the advanced journey level performing Senior Deputy General Counsel job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** Receives direction from the Chief Deputies, Assistant or General Counsel.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Takes lead role in performing complex legal assignments, including document preparation, negotiations, litigation and appeal, in a wide range of highly complex legal specialties that may include water, environmental, natural resources, public finance, public contract, construction, labor, property, power, and/or tort law.
2. Advises the General Counsel, senior management and Metropolitan's Board on highly complex agreements, negotiations, administrative proceedings, and litigation in respective areas of expertise; performs, and may manage, legal analyses of issues related to areas of expertise; assists General Counsel and management with development of viable courses of action to achieve appropriate management decisions and protect Metropolitan's interests.
3. Manages an area or areas of legal expertise within the Legal Department and may manage outside counsel and experts in the preparation of materials, documents, and plans related to legal assignments to ensure that the presentation of Metropolitan's position is complete, accurate, legally sound, and supports near and long-term strategic objectives.
4. Prepares and presents information to the Board, in written form and/or by spoken presentation, on more complex legal matters; conducts legal research and prepares written legal opinions on more complex legal issues responding to questions from staff and the Board.

5. Coordinates activities related to legal assignments with internal and external contacts (including other Legal Department staff and management) to ensure that preparation, negotiations, administrative proceedings, and litigation occur in a timely manner and that Metropolitan's interests are protected.
6. Reviews, analyzes and drafts legislation in areas of expertise and prepares responses to legislative and regulatory proposals to promote laws, legal interpretations, and regulations that are in Metropolitan's best interest. May draft resolutions for the Board and amendments to Metropolitan's Administrative Code and reviews contracts, operating policies, standards, and procedures for compliance with internal guidelines and objectives and conformity with applicable laws and regulations.
7. Serves on ad hoc and formal committees and task forces related to areas of expertise. Represents Metropolitan's interests in a collaborative, informed, and timely manner.
8. Provides guidance and legal expertise to other employees and external representatives to ensure that actions taken are in compliance with objectives, guidelines, legal requirements, precedents, and policies; assists in the performance of administrative duties related to budget development and administration, approval of Board Letters, and preparation of annual business plans for Legal to ensure timely and cost-effective accomplishment of administrative activities.
9. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Juris Doctor Graduate degree from an accredited law school and seven years of progressively responsible, directly related law practice experience performing complex and varied legal assignments. Experience representing public agencies is preferred.

**Required Knowledge of:** Administrative proceedings and litigation before state and federal agencies and courts in primary and/or assisting capacity; water, environmental, natural resources, public finance, contract, construction, labor, property, power and/or tort law.

**Required Skills and Abilities to:** Conduct more complex problem-solving related to administrative, regulatory, and legislative law in area of expertise, interpret and apply Federal, State and local policies, laws, and regulations; perform duties using a high degree of independent judgment; communicate clearly and concisely, both orally and in writing to a wide variety of audiences; establish and maintain effective working relationships; prepare detailed, more complex verbal and written communications on a wide variety of legal issues related to Metropolitan's rights, entitlements, interests, and assets; manage cost effective legal representation; read, understand and accurately interpret more complex rules, regulations, laws, legislation, policy, and guidelines applicable to area of expertise; provide timely and accurate legal analyses and advice in area of expertise to management and the Board of Directors; conduct more complex contract negotiations involving more sensitive and controversial issues and/or conduct litigation on complex assignments; promote mutually beneficial working relationships with member agencies, external regulatory agencies and other government agencies.

Job Title: Senior Deputy General Counsel

Job Code: YC20

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**Certificates, Licenses and Registrations Requirements:**

- California State Bar Member (member in good standing, with either active membership or the ability to activate membership prior to employment).

**Desirable Qualifications**

None

**PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.