



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DEPUTY GENERAL COUNSEL

Group-Section: General Counsel	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 66 Job Code #: YC19
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

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

Supervision Given: May act as a lead. May Coordinate and review 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 moderately complex legal assignments, including document preparation, negotiations, litigation and appeal, in a wide range of moderately 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 moderately 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 the preparation of or prepares materials, documents, and plans related to moderately complex 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. Manages an area or areas of legal expertise within the Legal Department and may manage outside counsel and experts; may function under the lead of a more senior member or team of the MWD legal department.

5. Prepares and presents information to the Board, in written form and/or by spoken presentation, on moderately complex legal matters; conducts legal research and prepares written legal opinions on legal issues responding to questions from staff and the Board.
6. Coordinates activities related to moderately complex legal assignments with internal and external contacts to ensure that preparation, negotiations, administrative proceedings, and litigation occur in a timely manner and that Metropolitan's interests are protected.
7. 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; assists in the preparation of or 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.
8. 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.
9. Provides guidance and legal expertise to other employees including other Legal Department staff and external representatives to ensure that actions taken are in compliance with objectives, guidelines, legal requirements, precedents, and policies and assists in the approval of Board Letters.
10. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

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

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 moderately 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; communicate clearly and concisely, both orally and in writing to a wide variety of audiences; establish and maintain effective working relationships; prepare detailed, moderately 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 moderately 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 moderately complex contract negotiations involving moderately sensitive and controversial issues and/or conduct litigation on moderately complex assignments; promote mutually beneficial working relationships with member agencies, external regulatory agencies, and other government agencies.

Job Title: Deputy General Counsel

Job Code: YC19

Adopted: 10/27/08

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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.