



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSOCIATE DEPUTY GENERAL COUNSEL

Group-Section: General Counsel	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 60 Job Code #: YC18
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JOB SUMMARY

This is the intermediate level performing Associate Deputy General Counsel job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

OVERSIGHT

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

Supervision Given: None

JOB DUTIES

1. Assists in advising management on agreements, negotiations, administrative proceedings and/or litigation.
2. Assists in representing or represents Metropolitan on matters related to agreements, negotiations, administrative proceedings, and litigation; prepares materials, documents, and plans related to legal assignments to ensure that Metropolitan's position is complete, accurate, legally sound and supports near and long-term strategic objectives; assists in conducting litigation.
3. Assists in the coordination of activities related to legal assignments with internal and external contacts to ensure that preparation, negotiations, administrative proceedings, and litigation occur in a timely and cost-effective manner and that Metropolitan's interests are protected.

4. Assists in the preparation and review of contracts and other legal documents, researches routine to moderately complex legal problems, prepares legal opinions, and assists in the review and analyses of state and federal legislation to promote laws, legal interpretations and regulations to promote laws, legal interpretations, and regulations that are in Metropolitan's best interest.
5. Assists in analyzing, reviewing, and preparing contracts, memoranda of understanding, operating policies, standards, procedures, and other documents.
6. 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.
7. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Juris Doctor Graduate degree from an accredited law school.

Required Knowledge of: Principles, policies, and procedures related to administrative law, general contract law, administrative proceedings, trial practice in State and Federal courts, litigation principles and practices, legal research methodologies, and/or legislative process.

Required Skills and Abilities to: Conduct routine to 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; establish and maintain effective working relationships; prepare verbal and written communications on legal issues related to Metropolitan's rights, entitlements, interests, and assets; read, understand and accurately interpret routine to 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, assist in conducting contract negotiations and/or litigation; promote mutually beneficial working relationships with member agencies, external regulatory agencies, and other government agencies.

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

Job Title: Associate Deputy General Counsel

Job Code: YC18

Adopted: 10/27/08

Revised: 09/08/14

Supersedes: 01/2010

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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.