



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## CHIEF DEPUTY GENERAL COUNSEL

<b>Group-Section:</b> General Counsel	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> ACE	<b>Salary Grade:</b> 74 <b>Job Code #:</b> YC21
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### JOB SUMMARY

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

### DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** Receives direction from the Assistant General Counsel 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 a lead role in performing highly 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 tort law.
2. Advises the General Counsel, senior management and Metropolitan's Board of Directors on the most highly complex agreements, negotiations, administrative proceedings, and litigation in respective areas of expertise. May include both written and oral presentations.
3. Directs and conducts highly complex legal research and analyses of issues; assists the General Counsel and management to develop appropriate courses of action to protect Metropolitan's interests and represents Metropolitan's interests in a collaborative, informed, and timely manner.
4. Manages or prepares materials, documents, and plans related to legal assignments to ensure that the presentation of Metropolitan's position is complete, accurate, legally sound, and supports the agency's near and long-term strategic objectives.

5. Manages one or more areas of legal expertise within the Legal Department, outside counsel/experts; and may act as General Counsel in the absence of General Counsel and Assistant General Counsel.
6. Prepares and delivers clear, concise, and well-organized presentations to a wide variety of audiences including management, the Board of Directors, outside attorneys, arbitrators, state and federal courts, and government regulatory agencies
7. Coordinates activities related to highly 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.
8. Reviews, analyzes legislation in areas of expertise and drafts potential new legislation and responses that promote laws, legal interpretations and regulations that are in Metropolitan's best interests; assists in the preparation of or draft resolutions for the Board and amendments to Metropolitan's Administrative Code; and ensures that contracts, operating policies, standards and procedures meet internal guidelines/objectives and conform with applicable laws and regulations.
9. Provides guidance and legal expertise to other employees including other Legal Department staff and to external representatives to ensure that actions taken are in compliance with objectives, guidelines, legal requirements, precedents and policies; assists in the performance of department administration, budget development, approval of Board letters; may assist in the preparation of annual business plans to ensure timely cost-effective administration of the Legal Department.
10. Maintains mutually beneficial working relationships with external contacts and serves on ad hoc and formal committees and task forces related to area of expertise. Represents Metropolitan's interests in a collaborative, informed, and timely manner.
11. Performs other related job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

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

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

**Required Knowledge of:** Administrative proceedings and/or 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 the most highly 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, complex verbal and written communications on a wide variety of legal issues related to Metropolitan's

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rights, entitlements, interests, and assets; manage cost effective legal representation; read, understand and accurately interpret highly 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 highly complex contract negotiations involving the most sensitive and controversial issues and/or conduct litigation on the most complex assignments; promote mutually beneficial working relationships with member agencies, external regulatory agencies, and other government agencies; provide direction and advice to less experienced attorneys.

**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.