

# METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

## CLASSIFICATION DESCRIPTION

<b>Classification Title:</b>	<u>SENIOR DEPUTY GENERAL COUNSEL LABOR RELATIONS</u>			
<b>Bargaining Unit:</b>	<u>01-Unrepresented</u>			
<b>Class Code:</b> Z11	<b>Grade:</b> 79	<b>EEOC Category:</b> 2	<b>Overtime Exempt:</b>	Y
<b>Typical Career Progression:</b>	<u>Chief Dep.Gen. Counsel / Senior Dep. Gen. Counsel-Labor Relations / Deputy Gen. Counsel / Assoc. Dep. Gen. Counsel /</u>			
<b>Department:</b> Legal	/	/	/	/
<b>Reports to:</b> General Counsel	/			

### **JOB SUMMARY**

Serves as an advanced-level legal expert for and on behalf of Metropolitan in order to safeguard and enhance Metropolitan’s rights, entitlements, interests and assets.

### **DISTINGUISHING CHARACTERISTICS**

This position is distinguished from the Chief Deputy General Counsel by years of legal experience and delegation of authority to act on behalf of the General Counsel in his/her absence. It is distinguished from Deputy General Counsel by years of experience and/or demonstrated competence in handling complex legal problems and assignments, as determined by the General Counsel.

### **ESSENTIAL FUNCTIONS**

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, public contract, construction, public finance, tax, 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 complex legal matters; conducts legal research and prepares written legal opinions on complex legal issues responding to questions from staff and the Board.

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Senior Deputy General Counsel Labor Relations**

5. Coordinates activities related to 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.
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 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 duties as required.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Juris Doctor Graduate degree from an accredited law school and seven (7) years of progressively responsible, directly related law practice experience performing complex and varied legal assignments. Experience representing public agencies is preferred.

**CERTIFICATES, LICENSES AND REGISTRATION**

Active California State Bar Member

**Metropolitan Water District of Southern California  
Senior Deputy General Counsel Labor Relations**

**Knowledge of:**

- Administrative proceedings and litigation before state and federal agencies and courts in primary and/or assisting capacity.
- Water, environmental, natural resource, contract, construction, public finance, tax, labor, property, power and/or tort law.

**Skills and abilities to:**

- Conduct highly complex problem-solving related to administrative, regulatory, and legislative law in area of expertise
- Prepare and deliver clear, concise, and well-organized presentations to a wide variety of audiences
- Prepare detailed complex verbal and written communications on a wide variety of legal issues related to Metropolitan's rights, entitlements, interests and assets
- Conduct complex contract negotiations involving sensitive and confrontational issues
- Conduct or manage litigation on highly complex assignments

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**Physical Demands:**

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; simple grasping; use hands to finger, handle, or feel; fine manipulation including keyboard; reach with hands and arms; reach above shoulders; and talk and hear. No special vision requirements.

**Work Environment:**

The noise level in the work environment is usually low to moderate.

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**MEET AND CONFER**

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Bargaining Unit Representative

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Date

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Human Resources Representative