



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CHIEF DEPUTY GENERAL COUNSEL – LABOR RELATIONS

Group-Section: General Counsel	FLSA Status: Exempt Bargaining Unit: Unrep	Salary Grade: 85 Job Code #: Y08
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JOB SUMMARY

Performs legal assignments on the most complex matters including negotiations, administrative proceedings and/or litigation in order to safeguard and enhance Metropolitan's rights, entitlements, interests and assets.

Incumbent employee performs duties determined by the applicable Department Head as having significant responsibilities for formulating and administering District policies or programs at the executive level, or as having significant responsibilities for administering employer-employee relations matters at the executive level.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Senior Deputy General Counsel by years of law practice and delegation of authority to act on behalf of the General Counsel in his/her absence. Performs legal work that is highly complex and specialized nature.

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.

ESSENTIAL FUNCTIONS

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, public contract, construction, public finance, tax, 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 related to water treatment and distribution that are in Metropolitan's best interests and ensures that contracts, operations, policies, standards and procedures meet internal guidelines/objectives and conform with applicable laws and regulations.
9. Provides guidance and legal expertise to other employees 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 collaborative, informed, and timely manner.
11. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Juris Doctor Graduate degree from an accredited law school and twelve (12) years of progressively responsible, directly related law practice experience managing highly complex and varied legal assignments. Experience representing public agencies is preferred.

CERTIFICATES, LICENSES AND REGISTRATION

- Active California State Bar Member

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Administrative proceedings and/or 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:

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- Conduct 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.
- 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 administrative, natural resources and/or water rights law.
- Manage cost effective legal representation.
- Read, understand and accurately interpret complex rules, regulations, laws, legislation, policy and guidelines applicable to area of expertise.
- Provide timely and accurate legal analyses and advice provided in area of expertise to management and the Board of Directors.
- Conduct complex contract negotiations involving the most sensitive and controversial issues.
- Conduct litigation on the most complex assignments.
- Promote mutually beneficial working relationships with member, external regulatory and government agencies.

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.

Work Environment:

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

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