

**LACERA**

Human Resources  
300 North Lake Avenue  
Suite 650  
Pasadena, CA 91101-4199

<http://www.lacera.com>

**ANNOUNCEMENT FOR THE POSITION OF:  
STAFF COUNSEL, LACERA - INVESTMENTS**

*An Equal Opportunity/ADA Compliant Employer*

*LACERA Values: Professionalism, Respect, Open Communication, Fairness, Integrity & Teamwork*

**SALARY:**

\$10,048.07 - \$15,208.56 Monthly  
\$120,576.84 - \$182,502.72 Annually

**OPENING DATE:** 07/24/19

**CLOSING DATE:** Continuous

**POSITION INFORMATION:****THIS IS NOT A CIVIL SERVICE EXAMINATION**

This announcement is for a **Call for Resumes** for the position of Staff Counsel, LACERA - Investments.

**The Call for Resumes will remain open until the needs of the Division are met.**

**Annual Salary:** \$120,576.84 - \$182,502.72

**Benefits:** LACERA offers a comprehensive benefits package that includes medical and dental coverage, 401k Plan, 457 Plan, defined benefits pension plan, retirement healthcare benefits, tuition reimbursement program, paid holidays, and annual leave.

**The Ideal Candidate...**

The Ideal Candidate will satisfy the position's requirements (as stated below) and possess at least four years of relevant experience in the following desirable qualifications:

- Drafting, reviewing and negotiating:
  - Agreements relating to complex closed-end private equity fund and open-end fund investments
  - Agreements with investment managers, advisers, consultants, and custodians relating to institutional investments and commercial contracts across various asset classes
  - Co-investment transactions
  - Confidentiality agreements and non-reliance letters
- Demonstrated experience in and ability to:
  - Provide legal advice to institutional investors, investment advisers, and other investment professionals
  - Supervise outside counsel in investment related transactions

Experience representing institutional investors and/or investment advisers at a major law firm strongly preferred.

Familiarity with

- Laws governing investment transactions, such as the Investment Advisers Act of 1940, Dodd Frank Act, and federal and state securities laws relating to private offerings
- California public records and open meeting laws and disclosure requirements relating to California public pension funds
- Placement agent and lobbying restrictions
- Other laws governing California public pension systems

#### **The Staff Counsel Role...**

The Staff Counsel position reports to LACERA's Senior Staff Counsel and Chief Counsel. The role of the Staff Counsel includes:

- Providing investment professionals with legal advice relating to investment transactions
- Reviewing, drafting, and negotiating documentation for various investment transactions, including private equity, hedge funds, co-investment transactions, real estate and public markets
- Supervising outside counsel on investment transactions
- Legal support on a wide range of transaction matters
- Drafting memos, policies and procedures to the Board of Investments
- Drafting, reviewing and negotiating commercial contracts relating to investments

#### **Necessary Knowledge, Skills and Abilities...**

- Excellent drafting, negotiating and written and oral communication skills
- Possess great attention to detail
- Ability to work well both in a team environment, and independently with limited supervision
- Demonstrated ability to do the following:
  - Research and analyze legal issues, assess risks and distill into succinct business advice
  - Set priorities effectively and oversee multiple projects in a fast-paced environment
  - Work well under time constraints and meet deadlines
  - Work effectively with other in-house attorneys, outside counsel and with business executives
  - Manage multiple assignments simultaneously and have strong organizational skills

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Represents and advises LACERA, the Boards of Retirement and Investments, and management staff regarding legal issues concerning their powers, jurisdiction, responsibilities, rights, limitations, operations and procedures.

Prepares and tries difficult cases involving public pension law and other specialized bodies of law, such as institutional investments, family law, probate, and contracts.

Represents LACERA in disability litigation hearings.

Provides advice and assistance regarding conflicts of interest laws, ethics requirements, and other requirements under state and federal laws.

Drafts ordinances, legislation, and administrative regulation; prepares legal documents such as contracts, petitions, conveyances, leases, and pleadings.

Prepares cases and represents LACERA in administrative hearings, in trial and appellate courts and in alternative dispute resolution proceedings.

Confers with outside counsel, consultants and government officials on special legal problems.

Attends and represents LACERA at outside business seminars and conferences on topics addressing issues of importance to LACERA.

**REQUIREMENTS:**

Two (2) years' experience in the practice of public agency law, or in litigation, contracts, employees relations, probate, or family law.

**LICENSE:**

Admission to practice law in all courts of California. A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**ADDITIONAL INFORMATION:**

**\*\*\*DO NOT APPLY ONLINE\*\*\***

**How to Submit Your Interest...**

If you wish to be considered for this position, please submit your resume along with a letter of interest which details your experience above under the Ideal Candidate and specifically in the following areas:

- independently drafting, reviewing and negotiating agreements with investment advisors, custodians, and consultants relating to institutional investments and commercial contracts.
- providing legal advice to institutional investors, registered investment advisors and other investment professionals.

**Submit your resume and cover letter to:**

**LACERA Human Resources  
300 North Lake Avenue, Suite 630  
Pasadena, CA 91101- 4199**

**Attention: Sharon Norton, Senior Human Resources Analyst, Human Resources**  
[snorton@lacera.com](mailto:snorton@lacera.com)

***LACERA is an Equal Opportunity Employer***

**This is not a Civil Service Examination**

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**LACERA  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:****1. Completing Your Application:**

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit

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c. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

### 2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

### 3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

### 5. Promotional Examinations:

If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

### 6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the LACERA to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for

entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense (s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces

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a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** LACERA is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the LACERA or its respective employees shall modify the foregoing or create any warranty.

LACERA expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against LACERA as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

LACERA shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

**NOTE:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to LACERA. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a

Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual

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violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. LACERA has reciprocal agreements with several public retirement systems in California.

orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE SUBMITTED ONLINE AT:  
<http://www.lacera.com>

Examination #Resume Canvass 19-03  
**STAFF COUNSEL, LACERA - INVESTMENTS**  
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The provisions of this announcement do not constitute an express or implied contract.