The Los Angeles County Employees Retirement Association

Is Accepting Resumes for the Position of

SENIOR BENEFITS STAFF COUNSEL

WHO WE ARE

The Los Angeles County Employees Retirement Association (LACERA) administers and manages the **$70 billion** retirement fund for the County of Los Angeles. We provide retirement, disability, and death benefits to eligible County employees and their beneficiaries; provide member service; and collect, deposit, invest, and manage retirement funds collected from the County, outside districts, and County employees. LACERA is the largest county retirement association in the United States with over **184,000** members. Our membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities.

ABOUT THE SENIOR STAFF COUNSEL POSITION

The vacancy is located in the Benefits Section of the Legal Division, which is responsible for providing legal advice and representation on benefits issues to LACERA and its Boards of Retirement and Investments, the Executive Office, the Member Operations Group, and other divisions as needed. The Legal Division is comprised of a Chief Counsel, a Legislative Affairs Officer, Senior Staff Counsels, Staff Counsels, Legal Analysts, Legal Secretaries, and will soon add a Director of Compliance. Legal staff work in one of four sections: Litigation, Investments, Benefits, and Disability. This position will oversee the Benefits Section, reporting to the Chief Counsel.

LACERA
300 NORTH LAKE AVENUE, SUITE 630
PASADENA, CA 91101-4199

MISSION

Produce, Protect, and Provide the Promised Benefits

VALUES

Professionalism, Respect, Open Communication, Fairness, Integrity, and Teamwork

THE SENIOR BENEFITS STAFF COUNSEL ROLE

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

- Provides legal support to the Board of Retirement and Board of Investments, the Executive Office, the Member Operations Group, and other LACERA Divisions as needed on a wide range of benefits matters, including benefits eligibility (other than disability), the interpretation and application of the County Employees Retirement Law of 1937 (CERL), the Public Employees' Pension Reform Law of 2013 (PEPRA), and other relevant state and federal laws.
- Works closely with Chief Counsel on complex and sensitive benefits, ethical and fiduciary matters and advises senior leadership on significant and challenging benefits legal issues.
- Prepares memos and presents to the Board of Retirement for action or counseling on benefits issues and topics in open and closed session.
- Advises staff and the Board of Retirement in connection with administrative appeals filed by members on benefits issues.
- Processes domestic relations orders submitted by members in connection with the split of pension rights and related issues, including guardianship, and conservatorship, and reviewing Powers of Attorney.
- Supervises the activities of subordinate staff counsel and legal staff on benefits issues.
- Provides legal support to the Boards and Committees at meetings in the absence of Chief Counsel.

SELECTION REQUIREMENTS

One (1) year of experience as Staff Counsel, LACERA

- OR -

Seven (7) years of progressively responsible experience in the practice of public agency, public retirement law, or employment law.

LICENSE:

Admission to practice law in all courts of California.

DESIRED QUALIFICATIONS:

The ideal candidate will satisfy the position's requirements and possess the following desirable qualifications:

- Demonstrated experience providing legal advice regarding legal issues associated with the provision of benefits.
- Demonstrated ability to oversee a benefits legal team.
- Demonstrated experience drafting opinions, pleadings, rulings, regulations, and legislation.
- Knowledge of: Legal principles and precedents, as it relates to benefits, guardianship, dissolution, conservatorship, power of attorney, constitutional, civil, administrative laws and procedures; laws affecting public pension plans; retirement, retiree health care, and/or disability benefits; probate law; family law, and the provision of legal advice to government officials; computerized legal research tools such as Lexis-Nexis and Westlaw; principles and practices of correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience, and courtesy; customer service skills; principals and applications of the Microsoft Office Applications including Word and Excel.
- Ability to: Communicate clearly and effectively, orally and in writing, and maintain effective relationships with the public, the Boards, Executive Leadership and Staff; conduct research using computerized legal research tools such as Lexis-Nexis and Westlaw; understand and follow oral and written directions; provide oversight and leadership of a benefits team; work with minimum supervision; and plan and organize their work and the work of others; establish and maintain effective working relationships with other staff internally and externally.

ANNUAL SALARY:

$181,224.00 - $274,297.20

HOW TO APPLY

DO NOT APPLY ONLINE

How to Submit Your Interest

If you wish to be considered for the position, please submit your resume along with a letter of interest which details your experience.

Submit your resume and cover letter to:
Merle Vaughn
Major, Lindsey & Africa
mvaughn@mlaglobal.com

WorldatWork 2017 SEAL OF DISTINCTION

LACERA is an Equal Opportunity Employer

This is not a Civil Service Examination