



The Los Angeles County Employees Retirement Association  
Is Accepting Resumes for the Position of

## 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, 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 BENEFITS STAFF COUNSEL POSITION

The vacancy is located in the Benefits Section, which is responsible for providing legal advice and representation to LACERA and its Boards of Retirement and Investments. 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.

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 BENEFITS STAFF COUNSEL ROLE

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

The position will provide Staff, Management and the Board of Retirement and Investments advice concerning 1937 California Employees Retirement Law (CERL) and Public Employee Pension Reform Act (PEPRA) benefit eligibility other than disability.

## NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Excellent drafting, negotiating, and written and oral communication skill
- ◆ Possess great attention to detail
- ◆ Ability to work well both in a team environment, and independently with limited supervision
- ◆ Excellent problem solving capabilities and judgement
- ◆ 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

## SELECTION REQUIREMENTS

Four years' experience in the practice of benefits law. Requirements will be based on the position applied for as described in this announcement.

## LICENSE:

Admission to practice law in all courts of California.

**The Ideal Candidate will satisfy the position's requirements and possess the following Desirable Qualifications:**

## BENEFITS:

Demonstrated experience reviewing court orders regarding dissolution, guardianship, and conservatorship.

Demonstrated experience drafting opinions, pleadings, rulings, regulations, and legislation.

Demonstrated experience reviewing Power of Attorney documents to determine compliance.

Demonstrated experience providing advice regarding legal issues associated with the provision of benefits.

**Knowledge of:** Legal principles and precedents, as it relates to 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 Public and Staff; conduct research using computerized legal research tools such as Lexis-Nexis and Westlaw; understand and follow oral and written directions; provide leadership; 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; and operate a personal computer utilizing Microsoft applications such as Word and Excel.

## ANNUAL SALARY:

**\$135,700.80 - \$205,393.92**

## 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

**LACERA is an Equal Opportunity Employer  
This is not a Civil Service Examination**