



**DISTRICT OF COLUMBIA RETIREMENT BOARD**  
**Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 20220819	<b>POSITION:</b> General Counsel
<b>OPENING DATE:</b> August 19, 2022	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 9:00 a.m. – 5:30 p.m., Monday – Friday	<b>ENTIRE RANGE:</b> \$131,235 - \$239,918 (Grade 12) DOQ
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Senior Executive Attorney Service ("At-Will")
This position is <b>NOT</b> in a collective bargaining unit.	

**\*\*\* Successful pre-employment criminal, financial, educational and certification background check required \*\*\***

**ABOUT THE D.C. RETIREMENT BOARD:** The District of Columbia Retirement Board (DCRB) is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Fund and the D.C. Teachers' Retirement Fund as well as to administer benefits for the members of the of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

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## **POSITION SUMMARY**

The General Counsel is a senior staff position that supervises and manages all functions of the Legal department and serves as chief legal advisor to the Board and staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (SUMMARY)** *(Duties that occupy a major portion of time and importance of the job)*

1. Provides legal analysis of, and monitors compliance with, all applicable statutes, rules, and regulations.
2. Reviews legislative initiatives, testimony, reports, and other policy statements.
3. Negotiates all contracts executed with investment advisors, consultants, and other professional service providers.
4. Monitors adherence to fiduciary responsibilities and conflict of interest guidelines.
5. Serves as agency's Ethics Officer.

## **DUTIES AND RESPONSIBILITIES (DETAILED)**

- Manages all functional responsibilities of the Legal department, including coordination and oversight of outside legal counsel activities, and litigation activities.

- Negotiates all contracts executed with registered investment advisors in all asset classes, consultants, and other professional service providers; analyzes and negotiates complex alternative/private investment limited partnership agreements; negotiates associated side-letter agreements, and approves subsequent agreement amendments and modifications.
- Serves on the Fiduciary Committee; directs internal investigations; issues findings and recommendations on all matters under the Committee's jurisdiction.
- Develops strategy for legislative advocacy for Board related initiatives; makes recommendations regarding policy, procedures and regulations implementing new or amended governing legislation.
- Monitors and regulates Board and staff compliance with fiduciary responsibilities and conflict of interest guidelines.
- Provides fiduciary advice to the Board and staff.
- Provides for, or serves as, liaison to Board committee(s), as assigned by the Executive Director.
- Ensures federal tax compliance on benefits administration.
- Acts as liaison with Congressional and/or District Council members on legal matters.
- Serves as the agency's Ethics Officer.
- Reviews administrative and investment-related contracts and purchase orders.
- Provides guidance on the application of D.C. Code and plan interpretation.
- Provides pre-litigation legal advice on disputed benefits matters.
- Reviews benefit administration policies, practices, and procedures to ensure compliance with D.C. Code.
- Reviews legal issues concerning the agency's operations and functions.
- Reviews federal and District statutes, as well as judicial and executive branch decisions affecting the agency.
- Monitors legislative activity of the Congress and the Council of the District of Columbia that may affect the activities and responsibilities of the agency.
- Provides management oversight to all legal staff: assigning work, preparing performance appraisals, and providing feedback on performance.

## **FUNCTIONAL COMPETENCIES**

- Knowledge of and the ability to apply legal principles and legal research methods.
- Knowledge of the scope and character of the District of Columbia code as it pertains to the DCRB's operations and administration of benefits.
- Knowledge of current and developing legal issues and trends in pension plan governance and administration.

- Knowledge of employee benefits, securities, and contract law.
- Knowledge of the legislative process at the federal, state, and local level.
- Knowledge of parliamentary procedure, government procurement, and administrative law.
- Knowledge of financial markets and institutional investing.
- Ability to perform independent and complex legal research.
- Ability to analyze, appraise, and apply legal principles, facts, and precedents to complex legal or factual situations.
- Ability to present statements of fact and law, and argument clearly and logically in written and oral form.
- Skill and effectiveness in presenting, explaining, or arguing cases to administrative boards or the courts.
- Excellent verbal and written communication skills; ability to compose written materials of moderate to complex difficulty.
- Ability to apply sound judgment in analyzing and resolving legal issues, and in safeguarding confidential or sensitive information.
- Ability to work and interact effectively with departments throughout the organization.

## **REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS**

- Juris Doctor required from an accredited law school.
- Must be duly admitted and qualified as a member of the Bar of the District of Columbia Court of Appeals.

## **JOB EXPERIENCE (Years & Type)**

- A minimum of ten years of experience in the practice of and managing a team of attorneys in the areas contract law, securities law and regulations; contract drafting, legislative procedures, litigation, and negotiations.

## **WORKING CONDITIONS**

- Normal office environment

**COMPENSATION LEVEL:** DCRB Grade 12

*This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.*

**RESIDENCY REQUIREMENT:**

If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

**VACCINATION REQUIREMENT:**

The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

**EQUAL EMPLOYMENT OPPORTUNITY**

DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

**RANKING FACTORS: NONE**

**HOW TO APPLY:** Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here:  
<http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

**WHERE TO APPLY:** Via Email to: [dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov)

**NOTE:** It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age,

marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, Section 1- 616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, Section 22-2405 et seq. (2001).

**DRUG-FREE WORKPLACE ACT OF 1988:** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.



**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES**

