



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20220315	POSITION: Senior Counsel
OPENING DATE: March 15, 2022	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 9:00 a.m. – 5:30 p.m., Monday – Friday	ENTIRE RANGE: \$130,114 - \$215,422 (Grade 11) DOQ
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Legal Services (“At-Will”)
This position is NOT 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.

POSITION SUMMARY

Provides legal support to DCRB departments and staff in all DCRB related matters. Ensures legal compliance with all governing authorities impacting agency operations, Board governance, benefits administration, and investment management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyzes, evaluates, and implements federal and state legislative and regulatory proposals.
2. Interacts and coordinates with staff, stakeholders, and attorneys, as necessary, on legal matters impacting agency operations, as well as on issues involving retirement plan statutes and tax-qualification matters, benefit claims, investments, and litigation.
3. Reviews legal issues, matters, and risks of departmental operations, and provides assistance, advice, and solutions, as needed.
4. Drafts legislative initiatives, Plan amendments, regulations, guidance, agency testimony, and reports, as well as other policy statements and contracts.
5. Provides in-depth analysis of Congressional and District Council legislative initiatives that may affect the agency's operations, benefits administration, and investments; determines the resulting effect on the agency's existing programs, policies, and procedures.
6. Prepares and makes presentations to executive management and staff on agency issues, as needed.

FUNCTIONAL COMPETENCIES

- Advanced knowledge of the relevant legal principles and their application, as well as legal research methods.
- Knowledge of the District of Columbia/state, municipal or county code and regulations (preferred, but not required) as it pertains to the Board'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, including ERISA, securities, and contract law.
- Advanced knowledge of government contracts procedures, procurement, and administrative law, as well as the legislative process.

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Juris Doctor required from an accredited law school.
- Must be admitted and qualified as a member in good standing of a state bar and willing to register with the Bar of the District of Columbia.

JOB EXPERIENCE (Years & Type)

- Minimum of five (5) years of experience in some or all of benefits administration, pension benefit-processing, litigation matters, employment law, project management, contracts, procurement, and/or legal operations.
- Preference for (but not required) management and supervisory experience, preferably in the administration of public pension plans.

WORKING CONDITIONS:

- Normal office environment

COMPENSATION LEVEL: DCRB Grade 11

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

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

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

