



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

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| ANNOUNCEMENT NO: 20230726 | POSITION: Senior Counsel |
| OPENING DATE: July 26, 2023 | CLOSING DATE: Open Until Filled |
| TOUR OF DUTY: 9:00 a.m. – 5:30 p.m., Monday – Friday | ENTIRE RANGE: \$144,505 - \$224,039 (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 checks are 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 D.C. Police Officers and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

POSITION SUMMARY

Reports to the General Counsel and provides legal support to all DCRB departments and staff in all DCRB-related matters, emphasizing support for DCRB's benefits administration function. Ensures legal compliance with all governing authorities impacting agency operations, Board governance, benefits administration, and investment management.

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

- Provides legal advice and support for DCRB's benefits administration functions by addressing issues of Plan interpretation, tax qualification, benefit determinations and due process decisions, debt collection, and aiding with the drafting and implementing of policies and procedures to ensure Plan and regulatory compliance.
- Works alongside partner agencies within the District and Federal Governments to facilitate the retirement of District police officers, firefighters, and teachers to ensure excellent and timely service to the Plans' membership and accurate and timely benefit payments.
- Drafts legislative initiatives, Plan amendments, regulations, guidance, agency testimony, and reports, as well as other policy statements and agency contracts.
- Advises the Board of Trustees on fiduciary issues, benefits administration, ethics, and Board governance.
- Assesses potential legal issues, matters, and risks to each of DCRB's departments, including benefits administration, human resources, finance and government contracting, and information technology, among others, and provides assistance, advice, and solutions, as needed .

- Provides in-depth analysis of Congressional and District Council legislative initiatives that may affect the agency's operations, the retirement fund, benefits administration, and investments.
- Prepares and makes presentations to executive management and staff on agency issues, as needed.

FUNCTIONAL COMPETENCIES

- Advanced knowledge of employee benefits law, including ERISA, securities, actuarial principles, and/or tax issues.
- Advanced knowledge of the District of Columbia/state, municipal, or county code and regulations, the legislative process, and administrative law.
- Knowledge of current and developing legal issues and trends in governmental pension plan governance and administration.
- Familiarity with employment and District personnel law and experience advising human resources departments (preferred but not required).
- Knowledge of government contracting and procurement (preferred but not required).

REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS

- Juris Doctor required from an accredited law school.
- 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)

- Six (6) to ten or more (10+) years of legal experience in some or all of the following: tax-qualified pension plans, benefits administration and compliance, benefit payment issues, employment law, and/or governmental procurement law.
- 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.

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: <http://dcrb.dc.gov/service/working-dcrb>.
Once completed, submit the DC2000 Employment Application, along with a cover letter, via email to dcrb.vacancies@dc.gov.

Applicants claiming Veterans Preference must submit official proof with their 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 e-mail 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 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 DCRB HUMAN RESOURCES

