DISTRICT OF COLUMBIA RETIREMENT BOARD

Position Vacancy Announcement

ANNOUNCEMENT NO: 20151204	POSITION: STAFF ATTORNEY
OPENING DATE: December 4, 2015	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	STARTING RANGE: $86,680 -- $108,350 (Grade 10) (Career Services) **Entire Range:** $86,680 -- $133,921
LOCATION: 900 7th Street, NW, 2nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular
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 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 Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY:

The Staff Attorney provides legal analysis of, and monitors legal compliance with, applicable Police, Firefighter, and Teachers' Retirement Plans statutes, rules, regulations and provides legal support to DCRB departments and staff as requested by the General Counsel.

PRIMARY RESPONSIBILITIES:

1. Independently drafts legislative initiatives, regulations, testimony, reports, and other policy statements.
2. Provides analysis and tracks proposed legislative initiatives that may affect the agency's operations and administration of benefits; determines the resulting effect on the agency's existing programs, policies and procedures.
3. Provides legal advice on laws and regulations, investment agreements, and other relevant documents.
4. Drafts written responses to informational requests from Members related to Plan provisions, letters, legal memoranda, and opinions; assists in investigations of benefit denials and reconsideration decisions; and responds to document requests pursuant to the Freedom of Information Act (FOIA), the Privacy Act, and discovery under the direction of the General Counsel or Senior Counsel.
5. Drafts contract provisions and amendments for general operations and procurements.
6. Drafts and reviews forms, brochures, handbooks, and summary plan descriptions related to Plan provisions in order to ensure compliance with D.C. Code and Federal regulations and support benefit processes.
7. Reviews legal issues and drafts memoranda concerning the agency's operations and functions.

8. Formulates and drafts testimony, bills, amendments, official policy statements (including policy statements for specific benefit administration issues), and reports.
9. Drafts proposed communications from the Board to federal and local government officials, agencies, and departments; participants and beneficiaries of the retirement plans; employee unions and other interested parties.
10. Reviews administrative and investment related contracts.
11. Reviews federal and District statutes, judicial, and executive branch decisions affecting the Board.
12. Assists the General Counsel or Senior Counsel in handling the appeals of benefit decisions and approving qualifying court orders under the DC Spouse Equity Act, income withholding orders, guardianship/conservatorship orders, federal tax levies, and powers of attorney.
13. Reviews benefit administration policies, practices, and procedures to ensure compliance with D.C. Code.
14. Assists the General Counsel or Senior Counsel in providing legal support in benefit debt-collection matters.
15. Prepares draft administrative rules and procedures and makes recommendations for same.
16. Ensures compliance with laws pertaining to programs and benefits.
17. Provides training for Benefits staff under the direction of the General Counsel or Senior Counsel on issues including (but not limited to) Plan provisions, due process, tax qualification issues, fiduciary issues, Plan records, Plan resources, and benefits administration policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge of pension and securities laws related to the District or federal government.
- Advanced knowledge of the legal principles and their application as well as legal research methods.
- Knowledge of the scope of the District of Columbia code 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, and securities law.
- Knowledge of parliamentary procedure, government procurement, and administrative law.
- Ability to perform independent legal research.
- Ability to analyze, appraise, and apply legal principles, facts and precedents to legal or factual situations.
- Ability to present statements of fact, law, and argument— clearly and logically— in written and oral form.
- Knowledge of the legislative process at the federal, state and local level.
- Excellent verbal and written communication skills; ability to compose written materials of moderate to complex difficulty.
- Ability to plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly efficient manner.
- Knowledge of retirement plans and operations, including knowledge of current and developing issues and trends in pension plan governance and administration.

BEHAVIORAL COMPETENCIES:

- Ability to use good judgment in analyzing and resolving legal issues and in safeguarding confidential or sensitive information.
- Effective interpersonal skills and excellent oral and written communication skills.

- Ability to work and interact with departments throughout the organization.
- Ability to work under tight deadlines and independently prioritize work.
- Ability to work closely with others as part of a team while being able to take full responsibility for a task.
- Ability to work independently and confer as necessary with the General Counsel or Senior Counsel or other DCRB staff member.
- Strong analytical and problem-solving skills to enable problem-resolution.

QUALIFICATIONS:

- Juris Doctor required from an accredited law school. LLM in taxation is preferred, but not required.
- Must be duly admitted and qualified as a member of the Bar of the District of Columbia Court of Appeals or eligible for immediate waiver into the District of Columbia Bar.
- Three to five years of experience in the practice of benefits administration; securities laws, contract law, and/or contract drafting and negotiation.

WORKING CONDITIONS:

- Normal office environment

COMPENSATION LEVEL: DCRB Salary Grade 10

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.

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 U.S. Mail to:	HR Director DC Retirement Board 900 7th Street NW, 2nd floor Washington, DC 20001
Via Fax to:	(202) 343-3302 Attention: HR Director
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 Public Schools 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 (Pursuant to DCRB Policy No. DCRB-09-1-01).

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 WORK PLACE 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