



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20230726	POSITION: Staff Attorney
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: \$109,071 - \$169,102 (Grade 10) 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

The Staff Attorney provides legal support to the DCRB benefits, contracts, human resources, procurement, among other matters and other departments' needs, as requested by the General Counsel. This includes but is not limited to monitoring for and analyzing legal compliance with applicable Police Officers and Firefighters' and Teachers' Retirement Plan statutes and applicable governing authorities.

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

- Provides detailed legal analyses of matters impacting retirement and survivor benefits under the Retirement Plans, including interpretation of statutory Plan provisions.
- Assists staff with developing and implementing benefits administration policies to ensure Plan compliance.
- Drafts legislative initiatives, Plan amendments, regulations, guidance, agency testimony, reports, policy statements, and agency contracts as needed.
- Collaborates with internal and external subject matter experts and stakeholders on legal matters impacting agency operations and Retirement Plan and Retirement Fund issues involving tax qualification, benefit claims, investments, fiduciary issues, funding, and litigation.
- Coordinates responses to requests for public records under the District's Freedom of Information Act; supports efforts to refine policies that ensure agency transparency and compliance with the District's Open Meetings Act and federal, local and agency recordkeeping and record retention laws and regulations.

- Provides in-depth analysis of Congressional and District Council legislative initiatives that may affect the agency's operations, benefits administration, the Retirement Fund and investments; and assesses the effect of such legislative initiatives on the agency's existing programs, policies and procedures and proposes updates and solutions as needed.
- Advises and assists the procurement department with its procurement process, including analyzing and reviewing procurement agreements to assure compliance with the agreements and procurement policies and regulations.
- Assesses potential legal issues, matters, and risks to each of DCRB's departments, including but not limited to benefits administration, human resources, finance, procurement, and information technology, and provides assistance, counsel, and solutions as needed.

FUNCTIONAL COMPETENCIES

- Advanced knowledge of employee benefits law, including ERISA, securities, and/or tax law.
- Knowledge of the District of Columbia or other state/municipal government and its legislative processes.
- Knowledge of current and developing legal issues and trends in tax qualified pension plan governance and administration.
- Knowledge of employment law, government contract procedures, procurement, and administrative law.
- Prior experience working in the District of Columbia or Federal Government, or another state or local government is 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)

- Three (3) to five (5) years of legal experience in some or all of the following: benefits administration benefit payment issues, employment law, government contracting, administrative law, and/or litigation related to the former areas.
- Strong preference for candidates with a demonstrated interest in employee benefits law and tax-qualified retirement plan administration.

WORKING CONDITIONS:

- Normal office environment

COMPENSATION LEVEL: DCRB Grade 10

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

