



June 2021
FLSA: Exempt
Class Code: 03507
CONFIDENTIAL

SENIOR ATTORNEY

DEFINITION

Under general direction of the General Counsel, the Senior Attorney plans, organizes, coordinates, and performs a wide variety of difficult and complex professional, technical, and confidential work required to effectuate the programs and services of the Government Affairs and Policy Department. May act as department head in the absence of the General Counsel. Performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Counsel. The Senior Lawyer exercises technical and functional supervision over any Junior Lawyer and indirect supervision over assigned clerical staff.

CLASS CHARACTERISTICS

This is the professional-level class in the attorney series that coordinates and administers one or more Government Affairs and Policy Department programs and activities related to the functions of the department. The incumbent may organize and oversee day-to-day activities and is responsible for providing professional-level support to the General Counsel in a variety of areas. Successful performance of the work requires an extensive professional background as well as ability to coordinate departmental work with that of other departments and outside agencies. Serves as team leader or assistant team leader, directs and participates in a variety of department initiatives, programs and/or functions. Positions at this level are required to act with a great deal of autonomy in making decisions. This class is distinguished from the General Counsel in that the latter is responsible for the management of all programs in the department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Advises clients concerning unlawful detainer actions, business transactions, advisability of prosecuting or defending lawsuits, or legal rights and obligations.
- Interpret laws, rulings and regulations for individuals and businesses.
- Analyze the probable outcomes of cases, using knowledge of legal precedents.
- Presents and summarize cases to judges and juries.
- Evaluates findings and develop strategies and arguments in preparation for presentation of cases.
- Gathers evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case.
- Represents clients in court or before government agencies.
- Examines legal data to determine advisability of defending or prosecuting lawsuit.
- Selects jurors, argue motions, meet with judges and question witnesses during the course of a trial.
- Presents evidence to defend clients or prosecute defendants in criminal or civil litigation.

- Prepares correspondence, reports of inspections or investigations and recommendations for action.
- Examines records, reports, and documents in order to establish facts and detect discrepancies.
- Monitors investigations of suspected offenders to ensure that they are conducted in accordance with constitutional, federal, state and local requirements.
- Collects, identifies, evaluates, and preserves cases evidence.
- Inspects manufactured or processed products to ensure compliance with contract specifications and legal requirements.
- Coordinates with and assists law enforcement agencies in matters of mutual concern.
- Testifies in court or at administrative proceedings concerning investigation findings and as needed.
- Investigates applications for special licenses or permits, as well as alleged license or permit violations.
- Inspects government owned equipment and materials in the possession of private contractors, in order to ensure compliance with contracts and regulations and to prevent misuse.
- Recommends legal or administrative action to protect the Authority's property.
- Represents the Authority in unlawful detainer actions commencing with preparation of notices through trial, settlement or dismissal.
- Performs other duties as assigned.
- May serve as the Authority's Level One Hearing Officer for employee grievances; conducts research and/or investigations to determine the validity of grievant complaints; and renders decisions, as appropriate.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; compensation analysis and administration, new employee orientation, benefit analysis and administration, and employee and labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including COBRA, FMLA, PDL, CFRA, Health Insurance Portability and Accountability Act (HIPAA), and related laws.
- Complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work including but not limited to Word, Excel and Power Point.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the Authority in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Requires completion of a four year college or university, with a baccalaureate degree, with major course work in human resources management, public administration, business administration, psychology, political science, economics or a related field and;

Requires active California Bar License in good standing; and

Requires at least five years of increasingly responsible professional experience as an attorney.

Substitution: None

Licenses and Certifications:

- Possession of, or ability to obtain, a valid driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to

retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.