

Job Description

Job Title Attorney Advisor HR & Administration

Job ID 13583

Date Opened 07/08/2021

Date Closed 08/01/2021

Location 1050 1st Street, NE

Full/Part Time Full-Time

Type of Appointment Legal Service - Reg Appt

Regular/Temporary Regular

Agency SR

Insurance, Securities and Bank

Area of Consideration Open to Public

Grade 14

Bargaining Unit C33

Compensation Unit 33 - Lawyers

Minimum Range \$118,319.000000

Maximum Range \$153,833.000000

Target Openings 1

Available Openings 1

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General Job Information

Job Summary

This position is located in the Government of the District of Columbia (District), Department of Insurance, Securities and Banking (DISB), Office of the General Counsel (OGC). The OGC is responsible for conducting all of the legal business of DISB. The purpose of this position is to provide proficient legal advice in one practice area within the Office of the General Counsel. The practice areas include administrative law personnel and labor relations, and ethics within OGC.

Duties and Responsibilities

Handle urgent and sensitive advisory and confidential matters for the Office of the General Counsel. Provides assistance to the Commissioner, OGC General Counsel and Office of Attorney General attorney representing the agency in employment and labor law actions and provided legal review and advise about employee conduct standards, investigations of misconduct, propose disciplinary actions, and investigations of equal employment discrimination complaints; Provides advice and training in the legal aspects of personnel, employment and labor laws with emphasis on ethics, post-employment conflicts of interest, third party administrative proceedings, equal employment opportunity law, and Federal sector labor management relations law. Serves as the Department's Ethics Officer. Reviews Memorandum of Understanding (MOUs), Standard of Work (SOW) documents and procurement contracts. Completes research on complex, critical substantive matters in response to requests from the Commissioner, Mayor, Deputy Mayor(s) and agency heads. Handles sensitive and highly confidential matters as assigned. Prepares legal memoranda and opinions on complex matters, on an urgent, priority basis for the Commissioner, Mayor, Deputy Mayor(s) and Agency Heads. Monitors and, where necessary, participates in the resolution of legal problems regarding priority projects. Drafts proposed laws and amendments to existing laws and prepares explanations and justifications for sensitive proposed laws. Drafts the District's views on key proposed Congressional legislation prior to the required submission to the Office of Budget and Planning to ascertain conformity of proposed laws with the President's legislative program. As a representative of the Office of the General Counsel, the Mayor or the District Government, attends hearings of committees considering bills and explains the background and purpose of such bills; prepares testimony on pending legislation for the Office of the General Counsel, the Mayor and other officials of the District Government. Reviews drafts opinions and legal memoranda for the Office of the General Counsel, District Government, and makes comments and recommendations thereon. Represents the Office of the General Counsel, District Government at community and other meetings. Examines and analyses proposed orders, legislation and other legal documents from various sources for legal sufficiency, both as to form and substance, of rulemaking decisions. Performs research, provides oral or written opinions as a result of review. Prepares memoranda on legal questions and proposals and drafts tentative document of final decision for consideration by concerned administrative agencies. Consults frequently with officials of various administrative agencies providing advice as to the extent of their legal duties and power. Confers with, and incorporates concerns of District Government officials, members of administrative bodies and officials outside the District Government of all actions taken during review and conclusion proceedings of matters handled. Attends and participates in hearings before committees of the Council of the District of Columbia and the Congress pertaining to proposed laws or legislation, which may affect existing laws related to the functions of the Division/Section. Assists other components of the Agency in court litigation resulting from matters handled by the division/section. Performs all functions related to case and calendar management; e.g., preparation of case transfer or close-out reports; case file entry updating; documentation of action taken; timely review of legal proceedings, and any other administrative functions associated with conclusion of assigned matters. Keeps abreast of judicial, agency, and other changes in laws and regulations related to the functions of the division/section. Recommending appropriate course of action to supervisor, as deemed necessary. Provides technical guidance and assistance to junior attorneys of the division/section in areas of special expertise. Compiles monthly statistical and status reports of assigned matters. Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION:

Incumbent must have a law degree (LLB or JD) from an American Bar Association (ABA) accredited law school and have at least two (2) years post J.D. experience, one of which was specialized experience at or equivalent to the LA-13 grade level, or it's non-District equivalent.

Grade 14

The incumbent must have a law degree from an American Bar Association accredited law school. Must have at least two (2) years of experience practicing law in an area closely related to the activity of the assigned agency; and must have at least one (1) year of related specialized experience at or equivalent to the LA-13 grade level in the District of Columbia government service.

Grade 15

The incumbent must have a law degree from an American Bar Association accredited law school. Must have at least one (2) year of experience practicing law in an area closely related to the activity of the assigned agency; and have at least one (1) year of related specialized experience at or equivalent to the LA-14 grade level in the District of Columbia government service.

LICENSE AND CERTIFICATION:

Must be a current member in good standing of the District of Columbia Bar or be eligible for waiver into the District of Columbia Bar within 360 days of appointment. An appointee to the Legal Service position shall remain a member in good standing of the District of Columbia Bar during their employment in the Legal Service.

WORKING CONDITIONS/ENVIRONMENT

Work is primarily performed in an office setting. Generally, work is sedentary. Some walking, handling and carrying of light to moderately heavy objects (such as case records, brief cases, and exhibits) is required. No special physical demands are required to perform the work.

Other Significant Factors

The position will have an emphasis on Personnel and labor relations.

This position will be filled either at the grade 14 or 15 level.

Salary range for grade 15: Minimum range - \$139,189 Maximum- \$177,661

Pay Plan, Series and Grade: LA - 905 -14/15

Collective Bargaining: This position is **NOT** covered under a collective bargaining unit and you may be required to pay an agency service fee through direct payroll deduction.

Duration of Appointment: Legal - Regular Appointment

Position Designation: The incumbent is subject to enhanced screening pursuant to the DPM Chapter 4, Suitability- Security Sensitive.

EEO: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal.