COMMONWEALTH OF PENNSYLVANIA
invites applications for:

Chief Counsel 4 (PSERS)

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workplace diversity.

**SALARY:** $111,785.00 - $152,196.00 Annually

**JOB TYPE:** Non-Civil Service Permanent Full-Time

**DEPARTMENT:** SL Public School Employees' Retirement System

**LOCATION:** Dauphin County

**OPENING DATE:** 07/16/20

**CLOSING DATE:** 08/07/20 11:59 PM

**JOB CODE:** 07234

**POSITION NUMBER:** 00004216SL

**BARGAINING UNIT:** A3, Management

**PAY GROUP:** ST 13

**BUREAU/DIVISION CODE:** 1134

**BUREAU/DIVISION:** Executive Office, Office of Chief Counsel

**WORKSITE ADDRESS:** 5 North 5th Street

**CITY:** Harrisburg

**ZIP CODE:** 17101

**CONTACT NAME:** Doris Coomes

**CONTACT PHONE:** 717-720-4738

**CONTACT EMAIL:** dcoomes@pa.gov

**THE POSITION:**

The primary purpose of this position is to manage the Office of Chief Counsel (OCC) of the Public School Employees’ Retirement System (System) and to provide legal services to the Public School Employees Retirement Board (Board), the System, and the School Employees’ Defined Contribution Plan (Plan) (collectively referred to as "PSERS").

**Schedule/Other Information**
Monday thru Friday
8:30 am - 4:30 pm
Lunch Period: 30 Minutes

**DESCRIPTION OF WORK:**

Primary duty is to provide and supervise legal services to PSERS. Such legal services include, without limitation, the following:

- Render legal advice and opinions to the Board, System, and Plan on all benefits, administrative, and investment matters.
• Prosecute and/or defend litigation filed by or against PSERS in accordance with the Commonwealth Attorneys Act.
• Represent PSERS in administrative hearings pertaining to benefits or other matters, in both original and appellate jurisdiction.
• Attend Board, Committee, and staff meetings to address questions and provide advice as needed.
• Prepare or assist in preparation of agendas, minutes, board policies and procedures, and board reports.
• Coordinate with Board Fiduciary Counsel and Executive Director on matters concerning fiduciary responsibilities of Board Trustees.
• Draft, review, and approve, for form and legality, investment and administrative contracts for PSERS.
• Provide legal advice and representation on all corporate governance matters.
• Review and approve, for form and legality, all forms and publications utilized by or submitted to PSERS.
• Direct and supervise the use of outside counsel retained by PSERS.
• Supervise the responses in bankruptcy matters, trademark and copyright infringement issues, Right to Know requests, subpoena requests, and record retention matters.
• Review and approve Requests for Proposals (RFPs) and Invitations for Bids (IFBs) issued by PSERS.
• Review and supervise the collection of overpayments, and act as liaison for civil and criminal litigation referred to the Office of Attorney General.
• Advise staff on a variety of employment and other administrative matters such as workers’ compensation, termination of employment, workplace accommodations, and hiring practices.
• Review and supervise legal services related to powers of attorney, domestic relations orders, pension forfeiture cases, charter school issues, tax qualification, and legislative and regulatory drafting.
• Reviews proposed legislation, rules, and regulations affecting PSERS.
• Supports PSERS’ efforts in responding to proposed legislation, including providing written and verbal testimony.
• Negotiate, draft, and review limited partnership and other co-mingled fund agreements for domestic and international private and public market investments.
• Negotiate, draft, and review contracts for the full range of administrative services provided to PSERS by outside vendors (e.g., computer software, auditing, investment information services, etc.), as well as various health-care related contracts for PSERS’ Health Options Program and the Premium Assistance Program.
• Negotiate, draft, and review contracts by which PSERS retains investment managers, consultants, and brokers for equity, derivatives, fixed income, and real estate investments.
• Negotiate, draft, and review contracts related to the Plan.
• Manage active federal class action cases in which PSERS is lead plaintiff or co-lead plaintiff; manage direct foreign securities litigation actions; monitor PSERS portfolio holdings and securities case filings in applying securities litigation policy.
• Prepare and monitor the budget of OCC.
• Manage and oversee the day-to-day operations of OCC.
• Provide legal and compliance support to the PSERS’ Health Options Program and Premium Assistance Program, as may be requested.
• Performs related work as assigned.

Decisions are made based on the applicable statutes, regulations, Commonwealth directives and orders, as well as policies adopted by the Board. This position has a high level of decision-making responsibility for the agency and/or the incumbent’s assigned area, and the incumbent may be involved in discussions during an office closing, emergency, or disaster to determine whether any critical business functions must continue at the time of the declaration. Therefore, this position must be available or reachable by phone twenty-four hours a day, seven days a week.
REQUIRED EXPERIENCE, TRAINING & ELIGIBILITY:

Ten years of professional experience working as an attorney including at least two years of supervisory experience over attorneys; graduation from an accredited school of law; and admission to the Bar of the Supreme Court of Pennsylvania prior to employment.

POST EMPLOYMENT REQUIREMENT:

Maintaining good standing in the Bar of the Supreme Court of Pennsylvania and satisfying associated continuing legal education requirements.

APPLICATIONS MAY BE FILED ONLINE AT: http://www.employment.pa.gov

OUR OFFICE IS LOCATED AT:
613 North Street
Harrisburg, PA 17120
jobs@pa.gov
An Equal Opportunity Employer