

EXECUTIVE COUNSEL, CIVIL SERVICE COMMISSION

DESCRIPTION

To serve as an Executive Counsel for the Civil Service Commission; and related work as required. Position will report to the Civil Service Commission.

DISTINGUISHING FEATURES OF WORK

Work involves legal research, the preparation of opinions, and the rendering of legal counsel to the agency concerned. Work also includes studying proposed and existing legislation, giving legal advice with respect to administration, preparing resolutions and forms and anticipating and guarding against risks involving the organization. Executive Counsel prepares cases for trial and appears in court as counsel.

EXAMPLES OF WORK (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class.)

- Advises the Commission, Director of Personnel and the Civil Service Department on all legal matters, including high profile and complex legal problems.
- Provides legal research and/or advisory opinions as requested.
- Provides advice to the Commission on all relevant local, state and federal laws related to its authority and programs.
- Represents the Commission and Department in any litigation, prepares lawsuits, pleadings and briefs to be filed on behalf of or in defense of the Commission, Director or Department.
- Attends monthly Commission meetings and Special Commission meetings.
- Drafts and reviews amendments to Civil Service Rules and procedures.
- Analyzes proposed and existing legislation on impact on the agency.
- Review departmental policies, monitors and ensures legal compliance and advises management on methods of guarding against legal liability.
- Prepares and reviews contracts, settlements and claims.
- Reviews special projects, proposals and applications to ensure compliance with departmental objectives and applicable laws, rules and regulations.
- Interviews and prepares witnesses and exhibits.
- Conducts pretrial preparation and defends the organization in lawsuits.
- Provides such other legal and policy services as required by the Commission.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES (At time of appointment)

- Knowledge of the Louisiana Civil Code, and statutory and constitutional law of the state and of city ordinances related to activities of the agency concerned.
- Knowledge of judicial procedures and of rules of evidence.
- Knowledge of operating procedures, practices, and regulations applicable to departmental operations.
- Skill in analyzing, appraising, and organizing facts and evidence and in presenting such material, orally or in writing, in clear and logical form.
- Ability to establish and maintain excellent working relationships with elected officials, department heads, and the general public.

DESIRABLE PREPARATION FOR WORK: Any combination of experience and training which would indicate possession of the knowledge, skills and abilities listed above. An example of an acceptable combination is:

- 10 years of experience as an attorney is preferred, experience must include experience in policy, advising boards and commissions, legal research and/or trial work
- Must have a license to practice law in Louisiana
- Experience with Human Resources and Civil Service rules and regulations is preferable
- Graduation from an accredited law school
- Maintenance of an office, residence or domicile in Orleans Parish is preferred

NECESSARY SPECIAL QUALIFICATIONS

- License to practice law in the State of Louisiana.
- This position is prohibited from participating or engaging in political activity, be a candidate for nomination or election to public office or be a member of any national, state or local committee of a political party, faction or candidate; or take active part in the management of the affairs of a political party, faction, candidate or any political campaign, except to express opinion privately, to serve as a commissioner or official watcher at the polls, and to cast vote as desired in elections.

ENTRANCE SALARY

Anticipated salary range: \$102, 546 to \$160,377 depending on qualifications and experience

FINAL DATE FOR FILING APPLICATION:

Applications will be accepted until the position is filled.

Please submit cover letter and resume by email to: Lisa M. Hudson, Civil Service Department, City of New Orleans using lmhudson@nola.gov.