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MassCareers Job Opportunities

ALERT

Effective May 11, 2023, Executive Order #595 requiring Executive Department employees to verify COVID-19 vaccination has been rescinded. Positions posted on this site prior to the date of rescission may continue to contain outdated references to Executive Order #595, please disregard these references following May 11.

Due to Federal and State regulations, positions in certain health care and human services settings may continue to require COVID-19 vaccination or approval for an exemption, as a condition of employment. Finalists for these positions will be provided details about the verification or exemption process. Candidates with questions on vaccination requirements should contact the diversity officer listed on the posting for additional information.

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Job Description

Associate Board Counsel - (23000DA8)

Description

About the Office of the Massachusetts State Treasurer and Receiver General (“Treasury”)

Our mission is to manage and safeguard the State's public deposits and investments through sound business practices for the exclusive benefits of our citizens, and perform these duties with integrity, excellence, and leadership. Additionally, we strive to provide economic opportunity, stability, and security for every Massachusetts resident.

We are committed to excellence in recruiting, hiring, and retaining diverse and qualified individuals. We value the culture of diversity and professionalism in the workplace, and strongly believe that our workforce should reflect our community.

<https://www.surveymonkey.com/r/FM68GFV>

PURPOSE OF THE JOB

The Massachusetts State Retirement Board ("MSRB") is department within the Office of the State Treasurer which administers a defined benefit retirement plan, the Massachusetts State Employees Retirement System ("MSERS"), for eligible employees of the Commonwealth and certain independent entities. Established in 1911 the MSRB supports more than 85,000 active members and more than 68,000 retirees & beneficiaries. The MSRB annually issues more than \$2.75b in benefits.

The MSRB Legal Unit is responsible for providing legal counsel in a high-volume work setting to the Board and staff, on all matters relative to the proper administration of the MSERS as governed by M.G.L. c. 32 and applicable federal requirements.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Represent the MSRB in judicial and administrative forums relative to its actions and all other legal matters.
- Advise Executive Director and staff relative to the interpretation and implementation of G.L. c. 32, related administrative regulations and administrative or judicial orders and decisions, and contract issues.
- Develop an expertise regarding the provisions of G.L. c. 32, administrative regulations and applicable sections of the Internal Revenue Code. Develop a working familiarity with the statutes, regulations, and case law affecting public employees, including M.G.L. c. 66 (Public Records), M.G.L. c. 30A, §§ 18-25 (Open Meetings), and M.G.L. c. 268A (Conduct of Public Officials).
- Participate in the preparation for, present legal materials during, and attend monthly MSRB Board meetings. Participate in preparation of member requests, applications and suppo11ing materials for review by staff and/or during monthly MSRB Board meeting
- Review proposed worker's compensation lump sum agreements and domestic relations orders as well as employment settlement agreements from Commonwealth agencies which may impact the calculation of retirement benefits.
- Participate in the review, analysis, and preparation of member requests, applications and supporting materials for review by the MSRB.
- Participate in enforcement and adjudicatory efforts in connection with post retirement earnings limits and disability retirees' excess earnings cases pursuant to G.L. c. 32, sec. 91A.
- Participate in enforcement and adjudicatory efforts in connection with benefit forfeitures due to criminal convictions pursuant to G.L. c. 32, sec. 15.
- Monitor and analyze new federal and state legislation and regulations and their impact on the administration of G.L. c. 32. Advise staff on legislative and regulatory developments on a timely basis. Assist in the drafting of legislation in accordance with the legislative priorities established by the MSRB. Review proposed state and federal legislation potentially affecting the MSRB and other Massachusetts retirement systems.
- Monitor and analyze judicial and administrative decisions issued in Massachusetts and other jurisdictions that may affect the Board, its policies, or administration of the system. Advise staff and the MSRB on judicial and administrative law decisions on a timely basis.

OTHER DUTIES AND RESPONSIBILITIES

- As necessary, provide legal counsel to the MSRB Board members on matters relevant to their duties and obligations as fiduciaries of the MSERS, including the Open Meeting and Public Records Laws.
- Collaborate with the Attorney General's office on any litigation in which the MSRB or any staff member is a party.
- Assist in the drafting of legislation in accordance with the legislative priorities established by the MSRB. Participate in the development and promulgation of agency policy, regulations, and interpretative materials.
- Collaborate with and supervise outside counsel on matters relevant to M.G.L. c. 32 and the Internal Revenue Code.
- Collaborate with staff on matters and/or special projects related to the MSRB's operations and functions.
- As necessary, participate in responding to public records request and subpoenas.
- Perform other legal tasks as requested.

SUPERVISORY RESPONSIBILITIES

- Paralegals and legal interns as needed.

Qualifications

KNOWLEDGE AND SKILLS

- **Education:** J.D. from accredited law school.
- **License/certification:** Massachusetts bar certification and good standing with the Massachusetts Board of Bar Overseers.
- **Experience:** At least two years' experience in law firm and/or governmental agency. Experience in Massachusetts public employee benefits law strongly preferred. Administrative hearing and litigation experience under M.G.L. c. 30A, including matters under M.G.L. c. 32. Familiarity with trusts and estate law, personal injury and medical malpractice, and family law is preferred. Experience practicing before the Commonwealth Trial Courts, including brief preparation and oral argument.
- **Abilities/ skills:** Adept oral advocate and strong oral presentation skills. Able to convey complicated issues in a readily understandable, professional, and (as necessary) compassionate manner. Excellent research skills, including facility with Westlaw and other on-line research tools; adept with various office technologies, including Microsoft Office suite of products and video technologies. Strong attention to detail, organized, and adept at prioritizing and reprioritizing tasks; ready team player, growth mind set, self-directed and self-motivated, and ability to work independently, all with limited administrative support.

Official Title:

Associate Counsel

Primary Location:

United States-Massachusetts-Boston-1 Winter Street

Job:

Legal Services

Agency:

Off of State Treas & Rec Genrl

Schedule:

Full-time

Shift:

Day

Job Posting:

Dec 7, 2023, 1:08:54 PM

Number of Openings:

1

Salary:

64,265.82 - 79,482.68 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator:

Kerley Aime - 6173679333

Potentially Eligible for a Hybrid Work Schedule:

Yes

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Tell us about a friend who might be interested in this job. All privacy rights will be protected.

Refer a candidate

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