CLASS SPECIFICATION
Legal Advisor

FLSA Status: Exempt
Union Representation: Nonrepresented/Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

GENERAL PURPOSE

With direction from the Board, serves as legal counsel to the Board of Trustees of the Fire and Police Disability and Retirement Fund; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Legal Advisor serves as general counsel to the Fire and Police Disability and Retirement (FPDR) Fund and its Board of Trustees. The incumbent conducts legal research and provides legal advice on a wide range of issues related to the Fund and the determination of Fund member benefits. The incumbent advises the Board Administrator and staff on the development of policies, procedures and practices associated with administration of the Fund.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Acts as general counsel to the Board, advising on public meetings and records law and other legal issues.

2. Participates in regular and special Board and committee meetings to provide legal advice on issues under deliberation.

3. Advises Board of Trustees, the Fund Administrator and staff on defined benefit pension plans, compensability of disability claims and other issues.

4. Researches disability issues; drafts oral and written legal opinions for the Board of Trustees, Fund Administrator and other Board staff on proposed actions; drafts legal documents to implement Board policy and determinations, preferred provider agreements for medical services and agreements for professional service providers.

5. Participates in quasi-judicial proceedings on compensability of job-related disability claims; performs legal research and prepares cases for presentation to the Board; handles reviews of cases if necessary;

   assists presiding officer when the Board hears disability claims; interviews, examines and cross-examines witnesses during Board hearings; coordinates with claimants attorney(s); drafts findings of fact.

6. Advises staff members on plan interpretations and other legal requirements for implementing Plan provisions.

7. Drafts rule changes and resolutions, research funding forms and Charter changes.

8. Represents the Fund and the Board of Trustees in judicial proceedings regarding appeals to Board rulings.

OTHER DUTIES

1. Drafts resource materials for use by the Fund; writes newspaper and magazine articles.

2. Plans and evaluates the performance of a Legal Assistant; regularly monitors performance; monitors and approves sick and vacation time.

3. Keep abreast of changes in laws, policies and procedures as they apply to the provisions and operations of the Fund to identify trends and anticipate changes.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil and administrative law, especially as they relate to municipal governments.

2. State and federal court procedures and rules of evidence.

3. Interview techniques and methods and strategies for case preparation.

4. Methods and techniques of legal research and investigation.

5. Municipal Code, City Charter, state and federal law and regulation, court decisions and other legal requirements applicable to municipal government functions, operations and personnel.

6. Principles and practices of legal and business communication.

7. Responsibilities and obligations of public officials and administrative agencies in the State of Oregon.

8. Law governing public records and the meeting of public governing bodies.

9. Tax qualification issues, administrative laws and contract obligations.

10. FPD&R Charter provisions and state laws and procedures governing compensability of disability claims.

Ability to:

1. Prepare legal opinions, briefs and other legal documents and instruments.

2. Read, analyze, interpret, explain and apply specific information in City Charter and Code provisions as they relate to Board issues.

3. Define and analyze complex legal issues and problems, research and organize facts, evaluate alternatives and develop sound conclusions and recommendations.

4. Present statements of fact, law and argument clearly, logically and persuasively.

5. Exercise sound, independent judgment within general policy guidelines and legal parameters.

6. Interpret and explain state and federal law, regulations, legislation and constitutional provisions affecting FPD&R operations.

7. Develop sound strategy and represent the City and Board of Trustees effectively in hearings, courts of law and meetings.

8. Draft clear, concise and competent resolutions, agreements, reports, correspondence and other written materials.

9. Use effective written and oral communication skills, including explaining complex and unfamiliar principles to non-technical audiences.

10. Remain neutral on issues where there are competing political agendas.

11. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.

12. Develop and maintain effective working relationships with a diverse group, including elected officials, Board of Trustee members, Fund staff, bureau directors and managers, complainants, representatives of other public agencies, business and community leaders, media representatives, City residents, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a minimum of seven years of experience in the practice of civil law and civil litigation defense, preferably involving cases before the Oregon Worker's Compensation Board.

Licenses; Certificates; Special Requirements:

A valid certificate of membership in the Bar of the State of Oregon and admission to practice before State of Oregon and federal courts.

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02
Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0716 LEGAL ADVISOR. Adopted: 11/02/98
June 2009 - Change Job Class number from 7486 to 30000599, due to system change.