

Commonwealth of Massachusetts
Public Employee Retirement Administration Commission

JOB OPENING

OFFICIAL TITLE: Associate General Counsel

ABOUT THE ORGANIZATION:

The Public Employee Retirement Administration Commission (“PERAC”) oversees and administers the Commonwealth’s public pension system. PERAC's mission is to provide regulatory oversight and guidance for the effective, equitable, and ethical operation of the Commonwealth of Massachusetts’ public pension systems. PERAC oversees the 104 contributory retirement systems in Massachusetts to ensure that our public pension law, G.L. Chapter 32, is uniformly followed. Along with regulatory oversight, PERAC provides training and support to the retirement systems and members.

ABOUT THE ROLE:

PERAC is seeking a licensed Attorney to fill the role of Associate General Counsel. Reporting to PERAC’s General Counsel, the Associate General Counsel will provide representation and legal support, advising on the public employee retirement law, PERAC regulations, and retirement board regulations. The Associate General Counsel also performs substantive legal writing and conducts trainings for retirement board staff. Effective group collaboration within the PERAC Legal Unit is vital to its successful functioning, with questions encouraged and frequently asked.

DUTIES:

1. As assigned by the General Counsel, conducts legal research regarding G.L. 32, PERAC 840 CMR regulations, retirement board regulations, and other relevant General Laws of the Commonwealth.
2. Drafts opinion letters to retirement boards, retirement system members, and the Legislature regarding the retirement laws and regulations in Massachusetts.
3. Reviews administrative decisions from the Division of Administrative Law Appeals (“DALA”) and the Contributory Retirement Appeal Board (“CRAB”). Reviews Massachusetts court decisions at all levels, as well as newly enacted state and federal legislation and regulations.
4. Provides written comments to the Executive Director and to the Commission.
5. Participates in reviewing all disability and termination retirement applications approved by the 104 retirement systems to ensure compliance with G.L. c. 32. If necessary, will draft proposed remand letters to be sent to the retirement boards and retirement system members for applications that are unable to be approved based on legal grounds.
6. Researches, develops, and drafts legislation when required.
7. Assists in the preparation of agency public record requests.
8. Assists in the researching, drafting, and preparation of proposed changes to PERAC regulations at 840 CMR.
9. Represents PERAC at Retirement Board Hearings for issues involving excess earnings of disability retirees pursuant to G.L. c. 32, s. 91A.
10. Responds to telephone and email inquiries on a daily basis from retirement boards or other interested parties, including members of the general public.
11. As assigned, represents PERAC in Court or at DALA under the supervision of the General Counsel.
12. Researches and drafts memoranda of law for filing at DALA, CRAB, or the Courts.
13. Assists in the preparation of and participates in the presentation of educational seminars. These educational seminars occur throughout the state, with two major conferences in Massachusetts and the possibility of traveling to two national conferences.
14. Performs other work-related duties or special projects as assigned by the General Counsel.

REQUIRED QUALIFICATIONS:

1. Applicants must have a Juris Doctor (JD) Degree and be a member in Good Standing of the Massachusetts Bar.
2. Applicants must have good writing and researching skills.
3. Knowledge and experience in legal research methods and the ability to research federal and state statutes, regulations, and case law.

4. Applicants must be comfortable giving presentations to large audiences.
5. Applicants must be comfortable with working in collaborative groups.

PREFERRED QUALIFICATIONS:

1. A minimum of one-year experience in civil litigation and/or administrative hearings.
2. Knowledge and experience with G.L. c. 32 and public pension law.
3. Knowledge and experience with reviewing medical records or disability applications.
4. Ability to exercise discretion in handling confidential information.
5. Experience and ability to develop and conduct legal trainings for retirement board staff.

SALARY RANGE: \$75,000-\$90,000

TOTAL COMPENSATION/BENEFIT STRUCTURE:

As a Commonwealth of Massachusetts employee, you are offered a great career opportunity but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits which you should consider, including:

- Defined Benefit Retirement Plan
- Voluntary Participation in a Deferred Compensation Plan 457(b)
- Qualified Employer for Public Service Student Loan Forgiveness Program
- 75% of paid medical insurance premium
- Low cost basic and optional life insurance
- Reasonable Dental and Vision Plans
- Flexible Spending Account and Dependent Care Assistance programs
- 13 paid holidays per year and competitive Sick, Vacation and Personal Time
- Tuition Benefit for employee and spouse at state colleges and universities
- Long-Term Disability and Extended Illness program participation options
- Incentive-based Wellness Programs
- Professional Development and Continuing Education opportunities.

Please submit your resume, cover letter, and writing sample online at:

https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2500069H&tz=GMT-04%3A00&tzname=America%2FNew_York

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. *Research suggests that qualified women, Black, Indigenous and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.*