

## JOB DESCRIPTION

**Job Title:** Associate General Counsel

**FLSA Status:** Exempt

**Salary Grade:** 14

### PURPOSE OF POSITION

The Associate General Counsel provide a broad range of advisory duties and serves as the legal representation of the agency in civil actions, administrative agency and regulatory proceedings and a wide range of transactional matters.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from executive-level management
- Responsible for strategic oversight and direction of a department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Provide sound legal advice and counsel to the Board of Directors in preparation and presentation of materials in closed session, and strategic planning and communications.
- Plan and execute the Authority's response to pending and anticipated litigation, including directing and managing outside counsel representing SCRRA in civil litigation, arbitration, and mediation.
- Advise and supervise assigned legal representation of the Board in civil actions, administrative agency, and regulatory proceedings, and a wide range of transactional matters.
- Represent or assign representation to contract counsel for claims/suits against or by the Authority.
- Collaborate with the Risk Manager to avoid litigation or establish records in the event litigation ensues.
- Assist General Counsel in litigation matters, including but not limited to interaction with outside counsel, attending depositions and trials, conducting investigations, reviewing, evaluating, and resolving such litigation while minimizing adverse publicity and monetary exposure, maximizing recovery, and preserving or encouraging harmony in ongoing business relationships with third parties. Liaison with member agency counsels.
- Arrange for special counsel procurement and oversight, and contract administration, including panel counsel with specialized railroad defense experience in third-party injury and property damage claims, employment-related claims, and federal and other specialized expertise for litigation and/or special projects such as Positive Train Control.
- Advise clients on legal issues affecting operations and capital improvement functions, including open meetings and government laws, conflict of interest, procurements, legislation, compliance with agency requirements of general application to the agency by federal and state law and regulations of specific application to the agency by its own agreements, policies, and initiatives.



- Provide SCRRRA policy development and application, including personnel, ethics, contracting, and other policies.
- Collaborate with SCRRRA managers and various departments to accomplish the legal organizational objectives.
- Review advertising, promotional, and other materials for legal implications.
- Provide counsel and advice in Board of Directors and Committee noticed public meetings.
- Monitor and evaluate staff to establish training needs within the department to ensure objectives and expectations are met.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

## MINIMUM QUALIFICATIONS

### Education and Experience

- J. D. from an accredited law school and licensed to practice law in the State of California
- Minimum of three years of work experience (within the last five years) as a practicing attorney advising public agency clients, or any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.
- A Valid Class “C” California driver’s license with a satisfactory driving record of no more than two moving violations and no DUIs within the last 3 years.

### Preferred Qualifications

None

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Legal litigation, arbitration, mediation, administrative, and regulatory proceedings
- Personal injury and employment litigation
- SCRRRA bylaws, voting rules, and other organizational documents
- Proper functioning of governance in a public agency
- Key transparency statutes, including The Brown Act and the California Public Records Act, state conflict of interest/ethics laws
- Laws applicable to California joint powers authorities.

#### Skilled In:

- Independent judgment and professionalism
- Verbal and written communication
- Organization and time management

#### Ability to:

- Ability to select appropriate outside counsel to represent the interests of SCRRRA
- Leverage third parties to cover litigation costs
- Provide professional, high-quality legal advice and documents
- Break down complex legal and factual matters into a simple, understandable form
- Collaborate and support the legal needs of both the operations and administrative side of the Authority



- Interact with business team members and executives

## PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

## Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Last updated: June 2025

