

## JOB DESCRIPTION

**Job Title:** General Counsel

**FLSA Status:** Exempt

**Salary Grade:** 16

### PURPOSE OF POSITION

The General Counsel will lead the in-house legal team and participate as a member of the SCRRA's executive team. This position will provide a broad range of legal services directed at promoting the public service and safety objectives of SCRRA while protecting the agency from risk and loss.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the CEO and the Board of Directors
- Responsible for managing and monitoring work performance of a division or 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.*

- Perform advisory duties and legally represent the Board, and with the Board's direction, the Chief Executive Officer and staff, in civil actions, administrative agency and regulatory proceedings and a wide range of transactional matters.
- Provide a broad range of legal services promoting the public service and safety objectives of the SCRRA.
- Direct oversight of the claims and litigation risk management function and associated personnel.
- Proactively manage client updates and communication for appropriate risk management of all litigation.
- Arrange for special counsel as needed, including but not limited to, 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.
- Render advice on legal issues affecting operations and capital improvement functions, open meeting and government laws, conflict of interest, procurements, legislation, personnel matters, policies, compliance with agency requirements of general application to agency by federal and state law and regulations of specific application to agency by its own agreements, policies and initiatives.
- Give legal advice concerning SCRRA policy development and application including personnel, ethics, contracting and other policies.
- Serve as legal advisor during Board of Directors and Committee noticed public meetings.
- Monitor and evaluate staff to establish training needs within the department and ensure objectives and expectations are met.
- Liaison with member agency counsels.



- 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.
- A minimum of ten (10) years of work experience (within the last 13 years) as a practicing attorney advising public agency clients, including on Contract Law, Public Liability, Labor /Employment law including “At Will” status in a public agency or any combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

### Preferred Qualifications

None

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Organization, powers and limitations of Federal, State, County and other location government functions
- National labor, trademark, and copyright laws
- Policy creation and implementation in complex environments

#### Skilled In:

- Budget management
- Policy creation and implementation in complex environments
- Litigation
- Strong and effective leadership, team building, communication and time management
- Supervision
- Microsoft Office

#### Ability to:

- Exercise legal and business judgment in challenging situations
- Work in a leadership position

## 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: October 2025

