

## JOB DESCRIPTION

**Job Title:** Legal Counsel, Associate Risk Manager

**FLSA Status:** Exempt

**Salary Grade:** 11B

### PURPOSE OF POSITION

The Legal Counsel, Associate Risk Manager will provide a broad range of advisory duties and the legal representation of the agency in civil actions, administrative agency and regulatory proceedings and a wide range of transactional matters. Additionally, this role will assist in implementing and overseeing the risk management and insurance programs, ensuring adequate coverage and mitigating potential risks to the Agency.

### DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

### SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from the General Counsel, Associate General Counsel, Senior Counsel, Risk Manager, CEO and the Board of Directors.

### 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.*

- Under the supervision of the General Counsel, assist in conducting legal research and providing counsel to internal departments on issues concerning governance, regulatory compliance, contract, insurance, and employment matters.
- Support the administration and implementation of the Agency's claims handling program, including overseeing risk management processes, coordinating with external claims administrator, participating in settlement evaluations, and guiding recovery efforts against third parties for incidents on Right-of-Way.
- Assist Risk Manager in investigating incidents by communicating with claimants, witnesses and/or law enforcement and conducting field investigations to identify exposures and develop strategies to mitigate or eliminate risks.
- Collaborate with Risk Manager and insurance brokers in developing the Agency's annual insurance program by participating in carrier meetings and presentations, facilitating requests for information to internal departments, accurately assessing and representing exposure to carriers, and implementing appropriate insurance coverages and limits within budgetary guidelines.
- Assist in other insurance-related functions such as facilitating carrier site visits and inspections, evaluating liability and property risks and losses, managing claims, and advising staff on insurance coverage requirements for vendor contracts.
- Collaborate with Senior Counsel in transactional legal assignments such as reviewing, drafting, and/or negotiating vendor, shared-use, construction, and Member Agency agreements.
- Provide support to Associate General Counsel in preparing for and managing litigation, including interacting with outside counsel, assisting in drafting responses, fulfilling discovery requests, assessing indemnity reserves, and attending legal proceedings.
- Assist in properly identifying and preserving evidence including internal and law enforcement incident reports, inspection records, photographs, videos, and operational materials.

- Participate in drafting and presenting materials to the Board of Directors in closed session on anticipated litigation and other legal issues affecting the Agency.
- Collaborate with Agency managers and various departments to accomplish the legal organizational objectives.
- Collaborate with the General Counsel and Associate General Counsel in coordinating, managing, and completing special legal and ad hoc projects on an as-needed basis.
- 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 five (5) years of relevant insurance-related experience including demonstrated success in analyzing and interpreting complex insurance policy terms, conditions, and exclusions for a wide range of coverage types including general liability, property, workers' compensation, and auto liability.
- A combination of training, education, and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

- The Brown Act Open Meeting Law, California Public Records Act
- State conflict of interest/ethics laws, and laws applicable to California joint powers authorities
- Knowledge of risk assessment and management strategies including an understanding of insurance laws and regulations affecting the Agency
- Public agency practice areas in procurements generally for federal and state funding recipients, public agency contracting, and public agency capital project developments

#### Skilled in:

- Verbal and written advice and communication
- Organization and time management
- Microsoft Office

#### Ability to:

- Exercise influence in a complex organization, exercising sound legal and business judgement in challenging situations
- Collaborate and maintain positive relationships with insurance carriers and brokers
- Exercise legal and business judgment in challenging situations
- Work in a leadership position including the ability to 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 25lbs
- 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