

JOB DESCRIPTION

Job Title: Senior Counsel, Risk Manager

FLSA Status: Exempt

Salary Grade: 14

PURPOSE OF POSITION

The Senior Counsel Risk Management 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.

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 the 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.

- Provide SCRRRA policy development and application, including personnel, ethics, contracting, and other policies.
- Assist General Counsel in litigation, contract, and insurance matters, including interaction with insurance brokers and carriers, outside counsel, attending depositions and trials, conducting investigations, fulfilling discovery requirements, 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.
- Assist in arranging for special counsel procurement and oversight, and contract administration, including panel counsel and third-party claim administration 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.
- Assist in managing the administration and implementation of the SCRRRA's claims program; provide oversight for risk management programs and coordinate activities of contracts; conduct annual insurance policies renewal process with insurance brokers; integrate and implement agency's programs with risk management and operating liability brokers/carriers; establish procedural guidelines for handling of SCRRRA's claims by outside claims administrators; review indemnity reserves on claims and litigated cases.
- Analyze contracts and shared-use agreements between SCRRRA and several other railroad operators; determine applicability of Federal Employers Liability Act (FELA); coordinate investigations with the Metrolink sheriff's unit and local law enforcement agencies; conduct field investigations from the perspective of third-party claims and General Code of Operating Rules; pursue compensation/reimbursement for damages to SCRRRA property.



- Advise clients on legal issues affecting operations, public works projects, and capital improvement functions including open meeting and government laws, conflict of interest, procurements, human resources; legislation, compliance with agency requirements of general application to the agency by federal and state law and regulations of specific application to agency by its own agreements, policies, and initiatives.
- 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 work experience within the last seven (7) years, as a practicing attorney advising public agency clients.
- A minimum of three (3) years of work experience advising clients in railroad or transportation claims administration, including claims arbitration, lawsuit preparation and negotiations, employee claims, railroad related property damage or passenger personal injury claims or railroad crossing accident claims.
- 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.

Preferred Qualifications

None

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
- Risk assessment and management
- Public agency practice areas in procurements generally for federal and state funding recipients, public agency contracting, and public agency capital project developments

Skilled In:

- Litigation
- 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
- 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 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: January 2026

