

GENERAL COUNSEL 2

TYPE AND LEVEL OF WORK

This class is the second of three classes performing executive management level legal work that includes the practice of law in multiple areas of specialization with significant complexity.

Under general direction, directs legal work for multiple, diverse areas of law that must be integrated and coordinated in order to analyze and address legal issues. Positions in this classification have influence on agency strategic direction by providing recommendations to senior leadership so that policies are developed, priorities are established, and programs are implemented.

Incumbent is expected to make decisions related to legal settlements, negotiations, and legal strategy independently with delegation for decision-making from the agency head. The incumbent is given overall objectives but must determine how those objectives will be achieved.

Legal issues are typically novel and require significant research, analysis, and ability to identify solutions that reconcile competing interests. The incumbent must consider alternatives and the impact of each outcome. Issues typically impact large segments of the state population. Performs related work as required.

Positions allocated to any class within the General Counsel series must have the ability to perform the following:

- Claim privilege over communications and work product.
- Bind agency and legal documents, such as settlement agreements in judicial proceedings.
- Litigate and/or give privileged legal advice.

DISTINGUISHING CHARACTERISTICS

Positions in the General Counsel 2 classification integrate several legal areas that have inherent conflict in requirements and application. The incumbent is guided by broad policies and agency objectives but determines how the legal work will be performed to achieve those goals.

At this level, the incumbent may act as the agency's primary legal Counsel in an agency with significant complexity in the practice of law which spans several distinct areas of practice or serve as a Deputy/Assistant General Counsel in an agency with the most complex and diverse areas of law, coordinating and managing the department's legal advice and litigation.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned. These examples are provided to help distinguish work among classes in the series. See Class Spec Guidebook for comprehensive information.)

Exercise discretion to determine how legal challenges and issues will be resolved within the context of overall agency strategies.

Establish plans, priorities, and processes necessary to meet the long-term legal objectives of the agency in rulemaking, litigation, appeals, policy, and the provision of legal guidance of risk exposure for regulatory authority through management of attorneys and other legal staff.

Manage the legal aspect of the department's legislative activities by working with program units to identify needs for legislation and perform related duties through the full legislative cycle. Assist with effective implementation of enacted legislation.

Assist the Chief General Counsel in coordinating and managing legal work throughout the Department.

Coordinate with the Attorney General's Office (AGO) regarding the preparation and conduct of the Department's litigation.

Coordinate and complete special projects as assigned by the Chief General Counsel of the agency and/or assume the duties of the Chief General Counsel in the case of absence.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

In depth knowledge of the Agency's organization, its lines of authority, and its programs, policies and procedures as well as the work performed by each unit, as well as knowledge about the executive, legislative and judicial branches of state and federal government with which the Agency interacts.

Comprehensive knowledge on a significant number of laws and regulations requiring a deep and thorough understanding in a rapidly changing legislative environment, impacting multiple programs.

Multiple and diverse areas of law that have inherent conflict and require coordination with counties, tribes, the legislature, and Governor's office, and other external stakeholders

Skill in:

Seeing that the department's legal, equal opportunity, activities. and available resources are employed to effectively and efficiently support the agency's objectives and the service to the citizens of Minnesota who are affected by the agency's actions and policies.

Ability to:

Manage a comprehensive legal services program and to set personal and unit priorities in accordance with goals and initiatives of the Agency.

Apply deep knowledge in specialized areas of law that apply to multiple agency functions.

Creatively resolve conflicting interests, manage multiple major issues simultaneously, and quickly shift from one task to another.

Analyze and reconcile multiple sources of authority, evaluate risks, and identify options

LEGAL OR LICENSURE REQUIREMENTS

(These must be met by all employees prior to attaining permanent status in the class.)

Juris Doctorate and Licensed to practice law in the State of Minnesota.

Est.: 2022

Rev.:

TC:

Former Title(s):