GENERAL COUNSEL 3

TYPE AND LEVEL OF WORK

This class is the third of three classes performing Executive management level legal work that includes the most diverse and complex practice of law.

Under general direction, directs legal work for multiple, diverse areas of law that require knowledge of agency program areas and management with influence on agency strategic direction to develop policies, establish priorities, and implement agency programs.

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 determines strategies to adopt for the legal division so that agency goals and objectives are achieved.

Legal issues are typically novel, politically sensitive, 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

This classification is distinct from others in the series because positions direct work in multiple, diverse areas of law in rapidly changing legal environments; encounter novel legal issues that impact large segments of the population daily; and develop and set strategic direction for the legal division as part of the senior leadership team.

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.)

Determine agency legal strategy by utilizing a comprehensive understanding of agency programs and services to provide executive leadership and decision-making for agency programs, legislation, policies, and litigation which impact large segments of the population.

Routinely advises executive leadership on appropriate course of action on novel scenarios that determine agency position and strategy on sensitive and public-facing issues.

Develop long-term, multi-year, legal goals and objectives for the agency that align with enterprise strategy and priorities

Set legal direction for litigation, providing legal guidance of risk exposure for regulatory authority through management of attorneys and other legal staff.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Comprehensive knowledge on a significant number of laws and regulations requiring a deep and thorough expertise in complex fields of law which operate in a rapidly changing legislative environment, impacting multiple programs.

Skill in:

Developing legal strategy based on comprehensive analysis of potential challenges, litigation, the legislative environment, and the strategic direction of the agency as a whole

Ability to:

Anticipate and formulate responses to legal risks and challenges that may arise through agency action and strategies

Integrate and coordinate legal expertise and understand the interaction of diverse areas of law as they apply to novel scenarios.

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

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   TC:
Rev.:   Former Title(s):