

Chief Legal Officer



Job Code	20000092	Job Family	LEADER	Leader	
Department	Legal Services	Reports to	GM/CEO	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	3078		
Last Updated	9/1/2024				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Many of the District's operations, policies and practices have the potential to create legal or business risk, or require compliance with a variety of laws, regulations, and other requirements. The Chief Legal Officer acts as the chief legal advisor to the District and its Board of Commissioners and provides leadership and professional support for complex business transactions, policy and legislation. The Chief Legal Officer provides leadership for and manages the District's Legal Office and its District Information Governance (DIG) Office, including the legal and regulatory, records management, and public disclosure functions.

Accountabilities

Accountability #1

Participate as a collaborative member of the District's Executive Leadership Team to provide strategic direction, leadership and effective management of the District's responsibilities and operations, including but not limited to reinforcing and supporting the District's culture, values and priorities, fostering innovation, and similar responsibilities.

Accountability #2

Oversee and direct all legal services for the District, the Board of Commissioners, the CEO/General Manager, and staff, including internal and external resources, consistent with the applicable rules of professional responsibility, to ensure the proficiency and quality of District legal services. Provide accurate, timely and effective legal counsel and advice to minimize legal risk and carry out the operations of the District, and fulfilling all the functions and duties of a general counsel for a Washington public utility district, and similar responsibilities.

Accountability #3

Promote continuous improvement and responsible management by proactive outreach and participation in such areas as reviewing potential legislation and regulation, developing and making recommendations on business initiatives and transactions, serving on subject matter or cross functional steering committees and advisory boards, and participating in external local and national industry related and legal related organizations, and similar responsibilities.

Accountability #4

Manage, direct, and coordinate reporting on all District litigation matters, and oversee the preparation of all formal utility resolutions, contracts and other important documents, oversee the provision of legally required training such as that which applies to public records and open public meetings, and similar responsibilities.

Accountability #5

Overseeing the development of administrative and other procedures, policies, practices, processes, and forms that meet legal, regulatory or operational needs, and similar responsibilities.

Accountability #6

Overseeing the District-wide District Information Governance (DIG) Office, including but not limited to the functions of records retention and management, public disclosure, data governance, related training, privacy best practices, and cross-functional collaboration in support of best management practices for the same, and similar responsibilities.

Accountability #7

Provide employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognize employee performance and achievements, be open to receiving feedback from employees and work daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #8

Develop, recommend, and effectively manage budget/s. Identify, evaluate, and recommend resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #9**Accountability #10****Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Juris Doctor, AND

Six (6) years progressively more responsible experience providing legal opinions AND advice, with three (3) of those years performing in a lead counsel capacity.

Preferred Education and Experience:

Preference for experience with a public power utility.

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Active license and in good standing to practice law as a member of any bar association in the United States, with the expectation that individual will obtain Washinton State Bar Association membership within six months from the date of hire.

Preferred License(s) and/or Certification(s):

Master of Laws (LLM) or certificate in a specialized area of law, including but not limited to environmental, energy, Indian, government, employment, etc. Master of Business Administration (MBA). Utility leadership certificates.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Legal principles and practices, including civil and administrative law and procedure;

Judicial procedures and the law of evidence;

Basic appellate practice;

Office procedures, methods, and equipment, including computers and applicable software applications;

Employment practices and procedures;

Methods and techniques of legal research;

Rules of professional conduct.

Identify and define legal issues, collect and analyze information, recommend action;

Communicate clearly, concisely, and effectively, both orally and in writing;

Perform high quality legal research;
 Work with District policies and procedures;
 Work with policies of the Office of General Counsel;
 Analyze and accurately prepare a wide variety of legal documents;
 Work under pressure and with individuals who may be challenging;
 Meet deadlines;
 Use time and resources efficiently;
 Organize and perform multiple tasks to meet deadlines;
 Establish and maintain effective and positive work relationship with groups and individuals inside and outside the office, particularly attorneys, support staff, District staff, and community;
 Work independently or as part of a team, as necessary;
 Work effectively across utility, departmental, and organizational lines to achieve goals;
 Assist others when asked or directed;
 Maintain a high level of confidentiality of records and information;
 Exercise excellent judgment and tact in all relationships;
 Communicate clearly, effectively, and courteously with attorneys, judges, staff, and the general public;
 Respond quickly and effectively to unanticipated situations;
 Uphold the highest ethical standards and commitment to professionalism in all areas of work performance and practice;
 Manage and lead people;
 Be courteous, professional, and honest at all times;
 Comply with District Directives and policies.

Preferred Skills and Abilities:

Promote efficient operations and technological systems. Promote innovation in District processes and procedures. Exercise a high degree of tact and diplomacy. Ability to mentor staff.

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Executive Leadership Team level.

Authenticity
 Building Customer Relationships
 Building Self-Insight
 Business Savvy

Coaching and Developing Others
 Compelling Communication
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Cultivating Networks and Partnerships
 Driving Execution
 Emotional Intelligence Essentials
 Energizing the Organization
 Establishing Strategic Direction
 Executive Presence
 Financial Acumen
 Inspiring Excellence
 Leading Change
 Optimizing Diversity
 Personal Growth Orientation
 Positive Approach
 Sharing Responsibility (Delegating)
 Strategic Influence

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Seldom (1-10%)
Stand	Seldom (1-10%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Never
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)

Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Seldom (1-10%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

Understand and carry out simple oral instructions	Seldom (1-10%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Frequent (34-66%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Seldom (1-10%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)

Comprehension

Read and carry out simple instructions	Seldom (1-10%)
Read and carry out complicated instructions	Occasional (11-33%)
Retain relevant job information	Constant (67-100%)

Reasoning

Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Seldom (1-10%)

Organization

Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Frequent (34-66%)

Resilience**Frequency**

Work under pressure

Occasional (11-33%)

Work for long periods of time

Seldom (1-10%)

Work on several tasks at the same time

Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.**Work Environment****Environmental Conditions List****Frequency**

Exposure to weather

Never

Wet and/or humidity

Never

Atmospheric conditions

Never

Confined/restricted working environment

Never

Vibratory Tasks – High

Never

Vibratory Tasks – Low

Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.**Risk Conditions List****Frequency**

Exposure to Heights

Never

Exposure to Electricity

Never

Exposure to Toxic or Caustic Chemicals

Never

Working with Explosives

Never

Exposure to Radiant Energy

Never

Extreme Cold

Never

Extreme Hot

Never

Proximity to Moving Mechanical Parts

Never

Noise Intensity

Never

Exposure to animals

Never

Working with angry customers

Occasional (11-33%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- ☒ Yes
- ☐ No

On-call activities and frequency.

General Counsel is on call for advising Risk Management in the event of accidents, fires, car/pole incidents, dig-ins and other similar events; and may be on call for emergent issues that require legal advice. Frequently - 1x month 6-12 times a year

Work Location

The primary assignment for this position is:

- ☐ Remote
- ☒ Office Hybrid
- ☐ On-Site
- ☐ Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.