



DENNIS J. HERRERA  
City Attorney

### **DEPUTY CITY ATTORNEY – RETIREMENT TEAM**

The San Francisco City Attorney's Office is looking for a qualified and motivated attorney to join its Retirement Team.

#### **About the Office**

The San Francisco City Attorney's Office is an innovative, nationally-recognized municipal law office working to protect and advance the rights and interests of San Francisco and its residents. With just over 300 talented, dedicated, and diverse attorneys and support staff, the Office provides the highest quality legal services to the City's Mayor, Board of Supervisors, officials, and departments. Our work empowers City leaders with effective, responsive and creative legal solutions and representation so they can deliver critical public services for the betterment of the San Francisco community.

The Office recognizes that diversity in the backgrounds, ideas and experiences of our employees enriches our workplace and enhances our work. We aspire to recruit, employ, retain and promote capable individuals representing the full spectrum of our community, and welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, age and candidates with disabilities. We have a clear vision: to be the place where a diverse mix of talented people want to come and stay, and where employees feel engaged and valued for their work and contributions to the Office and the City.

To learn more about the City Attorney's Office please visit: <https://www.sfcityattorney.org/>

To learn more about the Office's efforts to provide a welcoming, diverse, equitable and inclusive workplace please [click here](#).

#### **About the Retirement Team**

The Retirement Team is a collaborative group of six attorneys and a legal secretary. The team counsels the Retirement Board and the San Francisco Employees' Retirement System (SFERS), which administers, manages, and operates the City's retirement plans; this work includes investing system assets, approving or denying disability benefit determinations, and disbursing benefits. SFERS serves approximately 75,000 members and beneficiaries and has approximately \$35 billion in assets. The Retirement Board also administers the San Francisco Deferred Compensation Plan (SFDCP), which has over 31,000 participants and approximately \$4.5 billion in assets. The Retirement Team's work covers a broad array of municipal issues that impact the Retirement Board and SFERS, including matters related to pension benefits, SFERS's investments portfolio, and the SFDCP. The Team also represents SFERS in administrative hearings on industrial and ordinary disability retirement applications involving employees of the

City, the Community College District, and the School District before the California Office of Administrative Hearings and may defend those administrative decisions in court.

### **Deputy City Attorney Position and Responsibilities**

The Team's lead attorney acts as general counsel to the Retirement Board and SFERS. Three attorneys provide investment advice and assist with investment transactions. Two attorneys manage and present disability benefit cases, and one of those attorney's workload is divided between disability benefits cases and benefits advice. We are seeking an additional attorney whose workload would consist of disability benefits cases and benefits advice, but with a greater measure of time spent on disability benefits cases. The responsibilities listed below are representative of the range of duties to be assigned and are not intended as an exhaustive list.

- Preparing and arguing disability retirement applications in administrative hearing, and defending those administrative decisions in court.
- Advising on public agency benefits laws and rules, including matters such as workers' compensation double recovery offset, application of the Gilmore rule, death benefits issues (beneficiary designations, competing surviving spouses' claims, and estate documents required to receive decedents assets), service credits, guardianship and conservatorship. Advice includes counseling on family law codes as to dissolution and survivorship rights and on Qualified Domestic Relations Orders (QDROs) and probate codes as to powers of attorney and death benefit issues.
- Responding to subpoenas for benefits information.

### **Minimum Qualifications**

- Licensed to practice law in California.

### **Desired Qualifications**

- Ability to assume responsibility quickly and work independently and efficiently.
- Excellent oral and written communication and advocacy skills.
- Ability to manage and appropriately balance an active caseload of administrative matters, and adjust to occasional workload increases.
- Ability to exercise good judgment, multi-task, and meet deadlines.
- Strong interpersonal skills and a positive attitude.
- Desire and ability to work successfully as part of a team.
- Four or more years of experience with disability benefits hearings and litigation and advising on public benefits issues.

### **Salary and Benefits**

The Deputy City Attorney position has a 16-step salary scale ranging from \$131,114 - \$229,736.

The successful applicant is appointed to a salary step based on years of experience as a lawyer.

The City offers robust health, retirement and other benefits. For more information please visit:

<https://sfdhr.org/benefits-overview>. Attorneys are represented by the Municipal Attorneys Association. Information about compensation and benefits can be found here: [8177 Attorney - Classification & Compensation](#)

**COVID-19 Vaccination Required as a Condition of Employment**

The City and the Office are committed to the health and safety of our employees. Under the City's Vaccination Policy, all City and County of San Francisco employees are required to be vaccinated against COVID-19 as a condition of employment. For details on how this condition applies to your employment, please [click here](#).

**Application**

To apply for this position, please submit your resume and cover letter to [careeropportunities@sfcityatty.org](mailto:careeropportunities@sfcityatty.org) and specify that you are applying for the Retirement Team position. Applicants who advance in the selection process must submit at least two references and at least one writing sample.