



DENNIS J. HERRERA  
City Attorney

### **DEPUTY CITY ATTORNEY – RETIREMENT TEAM (INVESTMENT)**

The San Francisco City Attorney's Office is looking for a qualified and motivated attorney to join its Retirement Team to provide legal advice on investment matters.

#### **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 five 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 investment portfolio, and the SFDCP. The Team also represents SFERS in administrative hearings on industrial and ordinary disability retirement applications involving employees of the

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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 serves as general counsel to the Retirement Board and SFERS. Two attorneys provide investment advice, including advice on 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 to provide investment advice. The responsibilities listed below are representative of the range of duties to be assigned and are not intended as an exhaustive list.

- Provide legal advice regarding investments in various asset classes, including public and private equity, fixed income, real assets, venture capital and absolute returns, and co-investments.
- Review agreements related to domestic and foreign private investment funds, separately managed accounts, and co-investment vehicles (e.g., offering memoranda and other investment-related agreements such as limited partnership agreements, subscription agreements and related side letters), and provide legal advice regarding same.
- Draft and negotiate investment management agreements, non-disclosure agreements and other investment-related agreements with service providers (e.g., custodian, investment consultants, external discretionary investment managers, and outside legal counsel).
- Prepare or review requests for proposal or qualifications.
- Participate in selection and oversight of outside investment counsel, including coordinating workflow, evaluating work product, and reviewing invoices.
- Provide legal advice on relevant laws, rules and regulations that affect SFERS's investment activities.

### **Minimum Qualifications**

- Licensed to practice law in California.
- Three or more years of experience as a transactional attorney.

### **Desired Qualifications**

- Three or more years of experience in investment-related matters, including private investment fund formation, representing institutional investors in private fund investments, and representing investment funds in portfolio investments.
- Ability to assume responsibility quickly and work independently and efficiently.
- Excellent oral and written communication and advocacy skills.
- Ability to manage and appropriately balance multiple investment matters, and adjust to occasional workload increases.
- Ability to exercise good judgment, multi-task, and meet deadlines.
- Commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Strong interpersonal skills and a positive attitude.
- Ability to work successfully as part of a team.

**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 (with a list of representative transactions) 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.