



# NHRS

New Hampshire Retirement System

## NEW HAMPSHIRE RETIREMENT SYSTEM

### POSITION DESCRIPTION

**Position Title:** Chief Legal Counsel

**Functional Area:** Legal

**Date Established:** 06/15/2005

**Title of Supervisor:** Executive Director

**Date of Last Amendment:** 05/2025

**NHRS Position Band:** N/A

**Collective Bargaining Unit Status:** Not in Unit

**FLSA Status:** Exempt

**Supervises:** Positions on the Legal team

#### SCOPE OF WORK:

The Chief Legal Counsel is a member of the New Hampshire Retirement System Executive Management Team and reports to the Executive Director. This is a high-level executive position responsible for all the activities of the legal department. The Chief Legal Counsel participates in all the strategic planning and organizational development process and in the formulation of NHRS' organizational mission, objectives and strategies.

This position provides legal advice on such topics as benefit structure and eligibility, employment issues, state and federal legislation, administrative appeals, reviewing and negotiating service provider agreements, establishing best governance practices, as well as providing expert advice and making recommendations to the Executive Director and the Board of Trustees and implementing approved policies and strategies.

#### ACCOUNTABILITIES:

- Assures compliance with all Federal, State and local legal and regulatory requirements.
- Manages and supervises all activities of the legal team, including but not limited to administrative hearings, benefit eligibility determination, domestic relations orders, policy, internal revenue compliance and administrative rules development.
- Develops, documents and implements policies having a legal impact on NHRS.
- Advises the Board of Trustees, Board Committees, Executive Director and NHRS staff on NHRS legal matters, compliance and questions on statutory interpretation/application.
- Acts as liaison for the Board's Benefits and Governance Committees.
- Coordinates representation of NHRS in legal matters, including the engagement of external legal counsel.
- Reviews and analyzes rules and regulations, new legislation, pertinent court decisions and opinions relative to NHRS rules and process.

- Chairs the collective bargaining process as a member of the management team and provides legal guidance regarding the interpretation and implementation of a collectively bargained contract.
- Provides legal review of all NHRS material made available to the public in any media format.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Other appropriate and related duties as assigned by supervisor.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Juris Doctor (J.D.) degree or equivalent from an accredited law school, licensed to practice law in the State of NH. Minimum of six years of experience in practice of law, two years of which should have been in administrative law and two of which should include supervisory experience.

**Experience:** Preference will be given to candidate who has experience in the area of constitutional and statutory authority, as well as experience in pension, employee benefit and/or insurance law and contract law, investments and defined benefit plans.

**License/Certification:** Must be a member, in good standing, or have the ability to become a member within six months, of the New Hampshire Bar Association. Must be eligible to hold a New Hampshire driver's license and have access to transportation for in-state use and travel to other states.

#### **SPECIAL REQUIREMENTS:**

- Thorough knowledge of the state legislative and administrative rules process and timelines.
- Demonstrate advanced oral, written and verbal skill and ability in analyzing, appraising, organizing and explaining material facts, laws, evidence and legal precedent related to complex issues in public pension law.
- This position may require some in-state travel and the ability to work a flexible schedule, including periodic evening hours.

#### **RECOMMENDED KNOWLEDGE, SKILLS, AND TRAITS:**

- Strong ability to interpret and apply law and legislation.
- Ability to communicate effectively and diplomatically with internal and external diverse constituents.

#### **PHYSICAL REQUIREMENTS:**

- The employee must have the ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards.
- Communicate with others to exchange information. (Constantly)
- Analyze accuracy, neatness, and thoroughness of the work assigned. (Constantly)
- Requires computer responsibility which involves extensive use of keyboard, mouse and monitor, and repeat motions that include the wrist, hands, and/or fingers. (Constantly)

#### **WORK ENVIRONMENT/CONDITIONS:**

- Dayshift hours primarily, although overtime may be required to meet project deadlines.

- Physically able to participate in training sessions, presentations, and meetings.
- Work-related assignments on weekends are possible.

## EXPECTATIONS OF NHRS EMPLOYEES:

**Commit passionately to the vision and mission for NHRS.**

**Exercise diligent fiduciary responsibility** – Act first and foremost as fiduciaries. Whether it is an investment decision, or an expense incurred to administer the System, it must be made with members in mind.

**Do what is right for the member, always** – Provide member service at the highest level. *Every* member should receive the *same* level of *excellent* service. Decisions must be made with the benefit of all members in mind – not that of any individual or member group.

**Accept responsibility** – NHRS is New Hampshire's largest locally organized financial institution. This is exemplified by bringing professional expectations to our work. Commit to doing excellent work and trust that colleagues will also.

**Operate transparently** – While guarding the integrity of member information, provide responsive and accurate information, data, and analysis to our many stakeholders, including members and their employee groups and associations, employers, the Legislature and its committees, and the public.

**Adhere to legal frameworks that NHRS operates under** – State and Federal law, constitutional mandates, IRS provisions, and NHRS rules and procedures all have a place in ensuring that fiduciary obligations are met.

## DISCLAIMER STATEMENT

This description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of that position.

## SIGNATURES

### Position Incumbent

I have reviewed the content of the above job description with my supervisor.

Name	Signature	Date
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### Supervisor

I have discussed the work responsibilities outlined by this job description with the above employee.

Name	Signature	Date
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### Human Resources Manager

I have reviewed the content of the above job description.

Name	Signature	Date
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