

POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI	Employee Number	Position Number
				00054222

Job Title	Job Code	Working Title
Legal Office Administrator 2	07072	Legal Office Administrator 2

Department	Organization	Organization Code
Labor & Industry	Office of Chief Counsel	9600

Supervisor's Last Name	Supervisor's First Name	Job Title	Position Number
Merrick	Selena	Legal Office Administrator 4	00005908

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
8:30am	5:00pm	37.5	Sun	Mon	Tues	Wed	Thur	Fri	Sat
				X	X	X	X	X	

POSITION PURPOSE: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

This position performs advanced specialized management and administrative support functions for the Office of Chief Counsel. This employee provides high-level support to the Legal Office Administrator 4 (LOA 4) related to Procurement, Budget, and HR functions and ensures that all are handled in accordance with Commonwealth policies. With oversight from the Chief Counsel and Executive Deputy Chief Counsel, and LOA 4, supervises staff that serves as regulatory coordinators, tracking and managing regulatory initiatives and other specialized functions including IT. Employee works independently.

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major and result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Requires significant independence, initiative, and knowledge of Commonwealth policies.

Budget & Procurement

Serves as procurement person for OCC bureau to acquire all goods or services from external sources. Utilizes correct Commonwealth processes and methods based on the Procurement Code.

Works in coordination with L&I procurement staff for all procurement needs including but not

limited to peards, advancement accounts, PO/invoice reconciling, shopping carts, purchase orders, contracts, and creating statement of work. Maintains current purchase orders to ensure proper payment to vendors. Investigates and resolves issues, disputes, and changes on purchase orders and contracts.

Develop and prepare OCC budget considering the previous year expenditures and future expenditure needs. Analyze expenditure requests and provide recommendations regarding the availability and appropriate use of funds. Prepare documents related to budget requests, rebudget, allotments, expenditures, contracts, and reallocation of funds. This includes advising Deputy Chief Counsels as to monies available in their budgets in coordination with the Key Administrative Staff of all OCC divisions and attending budget meetings as needed and briefs the LOA4 of developments and upcoming potential fiscal problems or shortfalls.

Monitor OCC expenditures utilizing OCC Expenditure tracking system and SAP Business Warehouse reports. Evaluates impact of budgetary changes on OCC operations and makes recommendations for changes to use of funds or operations as necessary.

Implement and train administrative and clerical staff in compilation of annual budget, rebudget, and procurement processes. Provide OCC budget and procurement instruction, oversight and supervise staff performing procurement duties.

Manage the purchasing card program within OCC, including development of necessary forms, policies, and procedures governing card usage for all OCC Divisions. Approves, modifies, and deletes purchasing card users as necessary. Approve all VISA purchases, advise supervisor of large expenditures. Respond to Comptroller's audits of VISA expenditures.

Serves as Coordinator for WestLaw and Clear for the entire L&I department. Maintains database of users and monitors and processes monthly payments. Negotiates the Departments multiple year contracts with vendors for service. Maintains and updates user access to service. Distributes training information for Department.

Oversee that all attorney licensure fees are paid to keep attorney licenses current, as well as oversee all Bar Association dues are paid.

Human Resources

Acts as Human Resources Liaison for Office of Chief Counsel, processing support staff personnel actions and documentation for Office of General Counsel and the General Government Delivery Center. Utilizes NEOGOV to create and update requisitions. Submits EPARS for position and personnel actions. Collaborates with Department administrative staff and LOA4 regarding human resources actions and staffing plans for the Office of Chief Counsel.

Track vacancies within OCC to compile monthly report to Office of General Counsel.

Coordinates the processing of incoming or departing clerical staff related to IT equipment needs, background checks, LawNet accounts, parking, and badging.

Oversight & Supervision

Responsible for direct oversight/supervision of unit that is responsible for all personnel actions, procurement, IT, and budgetary actions.

Directly supervises personnel serving that prepares and processes all regulations on behalf of the Department and Serves as liaison with Bureau of Disability Determination (BDD) to handle all subpoena requests. This unit is responsible for tracking and handling administrative functions associated with the promulgation of regulations.

Directly supervises personnel serving as OCC IT Coordinator by providing coordination of repair and service issues with technical equipment including PCs, laptops, printers, projector, etc. This unit is also responsible for interfacing with IT staff to ensure IT issues experienced by Office of Chief Counsel (OCC) employees are resolved quickly.

Directly supervises personnel serving as OCC Records Management Coordinator. Responsible for compliance with the Commonwealth's Records Retention Schedules, approves and monitors retrieval of records from the record center.

Directly supervises personnel submitting all maintenance requests for work to be completed related to equipment, lighting, plumbing, heat/air conditioning and cleaning to provide safe, clean work environment. Ensures all maintenance requests are tracked to ensure work is completed as requested. Responsible for staff submission of all Equipment Control/Surplus requests. Coordinates with BAS to request surplus furniture as needed. Serves on relocation teams to assist in coordinating furniture relocation to new office space.

Analyzes OCC clerical operations and makes recommendations for additions or changes to operations to increase efficiency. Consults with OCC legal staff on how to best organize their clerical operations and workflow processes.

Develops, modifies and conducts trainings for OCC staff on relevant policies such as records management policies, and various procedural requirements.

Acts as Continuity of Operations Plan (COOP) Coordinator. Monitors changes to COOP plan and updates all informational documents related to personnel, equipment and software. to ensure that plan is current and accurate. Produces reports and responds to inquiries from L&I COOP. Attends regular training on the COOP process.

Works on special projects and other duties as assigned by division Legal Office Administrator 4, Executive Deputy Chief Counsel, or Chief Counsel.

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus

those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

Manages confidential HR transactions independently and identifies issues that must be brought to supervisor's attention. Must exercise judgment and discretion in the implementation and monitoring of Commonwealth and OCC policies and procedures to ensure that employees are following all directives in an efficient and effective manner.

Work is performed with considerable independence. Identifies problems and presents solutions to supervisor for implementation.

REQUIREMENTS PROFILE: Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position.

Example: *Professional Engineer License*

- 1.
- 2.
- 3.

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. **Only 40 characters permitted.**

Example: *Lifts boxes weighing up to 60 pounds.*

1. Utilizes Microsoft Outlook, Word, Excel, Teams, OneDrive and other relevant computer applications and able to operate office equipment
2. Maintains understanding of OGC office procedures, Management Directives, and Administrative Circulars
3. Able to comprehend, analyze and prepare reports and express ideas clearly and concisely, both verbally and in writing
4. Exercises judgment, discretion, prioritize tasks independently and manage heavy workload without direction supervision
5. Organize and maintain up-to-date files, databases, and contact lists
6. Establish, maintain, and display effective working relationships with peers and superiors
7. Answer telephone calls and emails in a discreet and confidential manner
8. Evaluate procedures to improve operations
9. Conducts training for administrative and clerical staff
10. Travels as necessary

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee Acknowledgement

Job Title

Date

Supervisor Acknowledgement

Legal Office Administrator 4

Job Title

Date

Reviewing Officer Acknowledgement

Executive Deputy Chief Counsel
Job Title

Date