

DEPUTY GENERAL COUNSEL - BENEFITS

Posting period: 30 days

Location of the job: Springfield, IL

Contact: Debra D. Matlock, General Counsel, by providing resume and cover letter via email to debra.matlock@illinois.gov. No transcripts or references are required for initial inquiries and should not be included.

Alumni only; no recent graduates will be considered for this position.

Salary range: \$5500 - \$7000 per month depending on experience.

SUMMARY OF POSITION

Under administrative direction of the General Counsel (GC) of Central Management Services (CMS), the Deputy General Counsel – Benefits is responsible for providing all technical advice and legal policy determinations on all legal matters relating to the Bureau of Benefits. This advice and these determinations often have a crucial impact on decisions and actions of the department and other agencies under the jurisdiction of the Governor; offers consultation on a wide variety of difficult and complex legal questions and problems as they affect the overall Benefit functions/programs and policies of the state; plans, directs and makes recommendations to Legal Services/Benefits staff engaged in legal research, interpretation of rules and regulations, conducts hearings, has primary responsibility in drafting all legislation; and preparing and analyzing cases related to Benefits matters. Directs and conducts technical and specialized legal work in the areas of Benefits and related policy/regulatory matters, including coordination comprehensive review of all legal issues relating to Benefits with other Legal Services attorneys and with outside counsel. Directs and is responsible for all legal work related to the Bureau of Benefits, including but not limited to: contract preparation, general counseling, coordination and prevention of litigation and claims, determination of settlements and cost-effective handling of all litigation, coordination of such litigation, claims and settlements with the Office of the Governor and the Attorney General and legal and statutory compliance.

SPECIAL SKILLS AND LICENSURE REQUIRED

Requires a law degree. Requires a license to practice law in the State of Illinois. Requires prior experience equivalent to four years of progressively responsible administrative experience in the practice of law in the areas of Administrative, Healthcare and/or Insurance and HIPAA laws. Requires extensive knowledge of state and federal law, and experience with government programs, policies and procedures.

Selected candidate will be required to complete a CMS-100 State Employment application, as well as proof of their Illinois Attorney Registration.

The State of Illinois is an equal employment opportunity employer.