

DEPUTY GENERAL COUNSEL - PERSONNEL

Contact person: Debra D. Matlock, General Counsel.

Send resume and cover letter via email to debra.matlock@illinois.gov.

Posting period: 30 days

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

Location of job: Springfield, IL

Salary range: \$5800 - 7500 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 – Personnel serves as the principal legal advisor for the CMS Bureau of Personnel. This person exercises principal responsibility for determination, execution and interpretation of personnel legal policies, procedures and guidelines to manage human resources in fulfilling the operating objectives of CMS and all agencies, boards and commissions under the jurisdiction of the Governor; serves as representative on all personnel legal issues and possesses significant independent authority to bind the agency to courses of action on personnel matters; is responsible for development of personnel legal policies, procedures and guidelines, and, interpretation, implementation and resolution of personnel legal issues under the IL Personnel Code and its Administrative Rules for the multiple Bureaus within CMS as well of all other agencies, boards and commissions under the Governor.

The Deputy General Counsel supervises Personnel Counsel staff; reviews and recommends changes in personnel legislation and assists in the drafting of proposed bills, amendments, rules, resolutions and directs the implementation of resultant procedures, rules and regulations; prepares and analyzes litigation and litigation prevention for cases related to the Bureau of Personnel.

A detailed position description will be made available to candidates selected for interview.

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 Personnel/Human Resources/Employment laws, and litigation in state and federal court. Requires extensive knowledge of state and federal law, personnel law, state and agency 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.