

## Goold, Scott, WCA

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**From:** Pena-Johnson, Priscilla, WCA  
**Sent:** Monday, July 23, 2012 7:42 AM  
**To:** WCA-All  
**Subject:** Enforcement Bureau Chief

**Job Title:** Enforcement Bureau Chief (WCA #21996)

**Closing Date/Time:** Fri. 08/03/12 11:59 PM Mountain Time

**Salary:** \$23.54 - \$41.85 Hourly  
 \$48,963.20 - \$87,048.00 Annually

**Job Type:** Permanent Position

**Location:** Albuquerque, New Mexico

**Agency:** Workers Compensation Admin

### Purpose of Position:

The purpose of this position is to manage, direct and supervise the activities and functions of the Bureau.

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full equivalent employees\*\*, acting upon leave requests, conducting annual performance evaluation and recommending disciplinary actions. Interviewing and recommending selection of applicants and training of personnel. Represent clients in criminal and civil litigation and other legal proceedings, prepare legal documents and manage or advise clients on legal transactions. May specialize in a single area of practice broadly in many areas of law.

This position is a Pay Band 85.

If you have indicated in your application that you have an education higher than a high school diploma you must attach a copy of your official/unofficial transcript(s), visibly marked with the "Degree Awarded/Conferred" and the "Date Awarded/Conferred," and include it with your application. You WILL NOT be considered for further review if you have failed to provide this information.

The experience certified will be confirmed. Please ensure that your stated experience can be corroborated on your application in order to remain eligible. Your application WILL NOT be considered for review if you have failed to accurately identify your years of experience relevant to the purpose of the position.

If this advertisement requires a license, certificate and/or registration, you must include this information in the "Certificates and Licenses" section of your NeoGov application. Failure to include this information will result in an incomplete application.

### Nature of Work:

The Lawyer Supervisor devotes a substantial portion of time assigning and directly supervising two (2) full time equivalent employees and serves as both advocate and adviser. As advocate, they represent their clients in court by presenting supportive evidence. As adviser, they counsel their clients on their rights and obligations. The Lawyer interprets laws, applies laws to specific situations, and drafts legal documents. Much of their work involves researching precedents, which are earlier interpretations of laws and judicial decisions based on that law. Lawyer uses precedents to support their cases in court. Materials from law libraries and public documents to computer databases and the Internet are available for research. Criminal lawyers are hired by people facing prosecution for crimes. Public defenders are hired by the government to represent people who cannot afford to pay lawyers. Some lawyers handle cases, which do not involve criminal misconduct. Labor law concerns disputes between management and unionized workers, while patent law concerns disputes over the rights to inventions. Real estate lawyers handle the purchase, sale, rental, and development of land and buildings. Some attorneys specialize in

law, the system of treaties and informal agreements between nations. Some lawyers practice corporate law. They advise corporations on their rights, responsibilities, and obligations in business transactions. They may also represent the companies in government investigations and hearings.

\*\*Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.

### **Distinguishing Characteristics**

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Employees in this Role represent agencies/clients in the most complex, difficult, and sensitive matters; apply a mastery of the law, agency programs and the environment in which the agency operates to achieve a broad range of goals; develop innovative strategies to deal with novel and developing legal and management issues affecting agency activities; represent agency and clients before administrative boards and trial and appellate courts as lead or co-counsel; negotiate settlements; integrate agency policies and legal positions with those of other state agencies to accomplish the State's overall policies and goals; exercise highest level of discretion and judgment.
- Employees draft or review pleadings and appellate briefs; develop discovery strategy; coordinate and conduct discovery; draft and review contracts, opinions, correspondence and other documents; negotiate contracts; develop, draft, and evaluate proposed legislation and regulations; interact extensively with private entities, all levels of government and legislators; assist in implementing new programs.
- Employees regularly advise senior management and executives on the most complex and difficult legal and management issues involving agency programs, budgets, and legislation and participate on management team to develop and implement strategic plan to meet agency mission; direct and provide guidance to lower level lawyers, paralegals, and support staff.
- Employees may conduct administrative hearings addressing highly complex and difficult issues following constitutional, statutory and regulatory requirements; write recommended or final decisions determining the relevant facts and applying relevant law and regulations; may instruct or direct lower level hearing officers.

### **Minimum Qualifications:**

Juris Doctorate degree from an accredited school of law and five (5) years of experience in the practice of law. Must be licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license, which requires graduation from an accredited school of law, licensure (in good standing) in another

state and sitting for the next eligible State Bar exam.

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### **Employment Requirements:**

Must possess and maintain a current license to practice Law as a Lawyer issued by the Supreme Court of New Mexico. Admission to the State Bar of New Mexico. Must possess and maintain a valid New Mexico Drivers' License.

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### **Statutory Requirements:**

Licensed as an attorney by the Supreme Court of New Mexico or qualified to apply for limited practice license, which requires graduation from an accredited school of law, licensure (in good standing) in another state and sitting for the next eligible State Bar exam.

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## **Knowledge & Skills**

### **Knowledge**

- Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

### **Skills**

- Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to

choose the most appropriate one.

- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation — Bringing others together and trying to reconcile differences.
- Persuasion — Persuading others to change their minds or behavior.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Supplemental Information:****Working Conditions:**

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and telephone usage with extended period of sitting or standing in hearings and extended periods of interacting with the public. Occasional statewide travel.

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**Conditions of Employment:**

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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**Default FLSA Status:**

Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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**Bargaining Unit:**

This position is not covered by a collective bargaining agreement.

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**Agency Contact Information:**

Priscilla Pena-Johnson, (505) 841-6013 or email: [priscilla.pena-johnson@state.nm.us](mailto:priscilla.pena-johnson@state.nm.us)

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**Link to Agency:**

[www.workerscomp.state.nm.us/](http://www.workerscomp.state.nm.us/)

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**Applicant Help/How to Apply:**

[www.spo.state.nm.us/State\\_Employment.aspx](http://www.spo.state.nm.us/State_Employment.aspx)

[www.applicant.support](http://www.applicant.support)