

Position Description

Personal Service Contractors

Classification: Attorney-Advisor, MC-905-3b

Organizational Title: Attorney Advisor (Labor Relations)

Position Number: PSC-OGC-57

Introduction:

MCC's mission is to provide grant assistance to support economic growth and poverty reduction in select developing countries with a demonstrated commitment to just and democratic governance, economic freedom, and investments in their citizenry. MCC's partner countries enter into a five-year agreement (Compact) with MCC that includes a plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives. Our model is defined by core principles, of selectivity, country ownership, transparency, and a focus on results.

Our values identify who we are and what is important to us. Our Values are CLEAR: Embrace Collaboration, Always Learn, Practice Excellence, Be Accountable and Respect individuals and ideas. MCC's values define how we behave on a daily basis, both as individuals and as an institution, in pursuit of our mission. They guide how we make decisions, set priorities, address challenges, manage tradeoffs, recruit and develop staff, and work together with our country partners and stakeholders.

This position is located in the Office of the General Counsel (OGC), Millennium Challenge Corporation (MCC). OGC's mission is to provide full-service legal support for all requirements driven by MCC's mission.

Major Duties and Responsibilities:

Serves as an advisor and technical resource to MCC officials and employees by providing ongoing support and legal advisory services with respect to complex and difficult questions impacting MCC administrative programs and operations. Assistance is often rendered in support of multi-disciplinary projects related to sensitive or complex public policies of national or international significance that have complex legal aspects and involve controversial legal issues.

Drafts interpretative analysis of program policy development associated with a variety of critical MCC programs and operations. Exercises responsibility for the analysis, development, advocacy and review of all policies affecting the operations of MCC.

Researches and prepares memoranda on legal issues related to the regulations and statutes applicable to MCC's foreign assistance mission.

Provides a broad range of advice and representation concerning a broad range of labor and employment statutes, regulations, policies, and procedures.

Represents the agency in proceedings before Arbitrators, the Federal Labor Relations Authority, Federal Mediation and Conciliation Service, Equal Employment Opportunity Commission, Merit Systems Protection Board, and various state and federal agencies.

Assess impact and precedent setting implications of negotiations and pending disputes. Coordinates, develops, and prepares MCC's negotiating positions on collective bargaining Impact and Implementation

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issues. Provides advice and guidance on matters involving the FLRA including but not limited to election procedures, union information requests, collective bargaining, ULPs, grievances, and arbitrations, inquiries and investigations.

Researches and prepares written memoranda on labor and employment issues, including but not limited to administrative litigation matters, arbitrations, mediation, and policies, regulations, and statutes. Ensures legal opinions, briefs, memoranda, etc. are fully researched, and contain appropriate legal and policy conclusions

Assists MCC's Assistant General Counsel (Administration) and work collaboratively with other legal advisors on the OGC Administrative Law team. Keeps the chain of command informed of appropriate actions, issues, or decisions concerning labor proceedings and issues.

Pursues and achieves goals to improve the efficiency and effectiveness of OGC operations including the development and implementation of new or enhanced training programs for staff, automation initiatives, effective use of outside counsel, etc.

Recommends and formulates MCC's position regarding difficult and complex legal problems and issues that may be controversial or of significant public interest.

Performs other duties as assigned.

Factor 1 – Knowledge Required by the Position

Mastery of the legal principles, methods, practices, and techniques sufficient to serve as a technical resource and advisor on a variety of labor law issues affecting critical operational programs and operations of the Corporation.

Knowledge of the goals, policies, organizational structure, and the statutes, regulations, and policies governing the activities of MCC to recommend and coordinate OGC initiatives.

Knowledge of techniques associated with objective reviews of information to analyze conflicting data, summarize recommendations, consider various points of view, and specify reasons for acceptance or rejection. Knowledge of the practices required for efficient workload management, to receive and understand assignments, analyze required actions, simplify tasks, and organize and file completed actions and products for future reference.

Knowledge of the principles of effective written communication and correct English usage to express ideas effectively in writing, encapsulate essential concepts for the benefit of busy policymakers, and communicate complex and voluminous information quickly under the pressure of short deadlines.

Knowledge of preparing arbitration materials, pretrial briefs, motions, pleadings, responses, and other documents to present issues independently with minimal supervision.

Knowledge of the principles of effective oral communication to convey information and deliver briefings to policymakers and other interested parties.

Factor 2 – Supervisory Controls

The incumbent works under the direction of the senior AGC (Administration) who provides broad administrative supervision and delegates responsibilities according to broadly defined goals, policy direction, and topical assignments. The incumbent is delegated responsibility and authority to plan, design, prioritize, manage, and execute assignments without technical supervision. They are responsible for working independently, exercising discretion, sound judgment, and initiative in anticipating, addressing and resolving conflicts on complex and sensitive legal issues within the framework of MCC policies. They keep the chain of command informed of appropriate actions, issues, or decisions. Incumbent undertakes tasks based on personal initiative, judgment, and professional expertise.

Completed work, which must be accurate and reflect a strong and sound knowledge of the subject matter, is generally accepted as being technically correct, with any review of work being limited in nature and done solely to verify compliance with program objectives and MCC policies. Findings and recommendations are normally accepted without significant change.

Factor 3 – Guidelines

Guidelines, which are very broad and, in many cases, nonspecific, include laws, regulations, manuals, directives, reports, and memoranda, as well as public policy statements made by senior MCC officials. Duties require application of judgment and discretion to interpret and apply these guidelines and to develop and provide guidance to MCC departments and officials regarding legal processes and strategies.

Factor 4 – Complexity

Assignments involve extensive, sensitive and very complex legal issues. Multiple activities are pursued concurrently, often under the pressure of very short, multi-layered deadlines, which require application of excellent organizational skills. Work typically requires the incumbent to identify, develop, and propose solutions to issues that enable MCC programs to achieve their goals and objectives. Projects and assignments are often of an extended duration and can require directing team efforts. Extensive research and analysis is often required to define problems, identify potential solutions and their impacts on MCC programs. Many factors must be considered, including legal and other constraints, as well as the policies and precedents of MCC. Work products generally must be delivered under the pressure of very short deadlines, and interactions generally involve opposing views and conflicting interests.

Factor 5 – Scope and Effect

Work involves planning, processing, and developing legal strategies and opinions that assist MCC program offices in carrying out MCC's mission. Work products significantly contribute to informed decision-making processes and actions by MCC officials. The incumbent's duties involve a wide-range of assignments involving problems of exceptional complexity and require innovative thinking, novel solutions, and outstanding resourcefulness and ingenuity.

Factor 6 – Personal Contacts

Personal contacts include high-ranking governmental and nongovernmental officials and staff including, officials of state and local governments, as well as members of the general public.

Factor 7 – Purpose of Contacts

The purpose of contacts is to justify, defend, negotiate, or resolve significant issues of concern with respect to the authorities and responsibilities of MCC. The work requires active participation in meetings, briefings, hearings, and conferences. Contacts often involve influential individuals with strong and differing views and objectives, thus requiring flexibility and skills in communication and seeking compromise.

Factor 8 – Physical Demands

The work is generally sedentary, although some walking, bending or carrying of light items may be required. Travel may be required.

Factor 9 – Work Environment

Security Level- Non Critical Sensitive