



WISCONSIN ENERGY CONSERVATION CORPORATION

Job Description

Title: Legal Counsel
Division: Administration
Status: Exempt

POSITION MISSION

Under **general direction**, Legal Counsel provides legal analysis, counsel and representation to the Wisconsin Energy Conservation Corporation (WECC) with the primary objective of minimizing risk to the organization, in addition to providing policy analysis and development for the organization.

PRIMARY RESPONSIBILITIES

Percent Time

Legal Counsel

70%

1. Ensure WECC compliance with all applicable federal, state, and local laws by:
 - Remaining informed of relevant legal developments in each of the jurisdictions in which WECC does business,
 - Informing the staff and Executive Director of changes in law affecting WECC, and
 - Developing and maintaining appropriate policies and procedures to comply with legal requirements.
2. Manage contractual functions in support of WECC programs by:
 - Overseeing negotiation and execution of major contracts, and
 - Developing policies and procedures to ensure compliance with contract terms.
3. Manage personnel-related legal functions, including:
 - Drafting employment and severance agreements,
 - Drafting, interpreting and ensuring compliance with conflict of interest and confidentiality agreements, and
 - Drafting and reviewing personnel policies to ensure compliance with applicable legal requirements.
4. Represent WECC, and its officials and employees in legal proceedings arising from work performed or actions taken by WECC.
5. Advise the Executive Director on the necessity for use of outside counsel and manage services provided by outside counsel.
6. Advise and assist the Board of Directors on relevant legal matters,

including providing legal interpretations and drafting board resolutions.

7. Analyze and interpret legal documents.
8. Write and review written policies, memorandum, reports, correspondence and other documentation.

Policy 20%

1. Monitor applicable policy developments in each of the jurisdictions in which WECC does business.
2. Provide policy research and analysis to staff, the Executive Director, and Board.
3. Draft comments and/or testimony to present to legislative, regulatory, or other policy-making entities.
4. Represent WECC and its positions before policy makers, policy making entities and advocacy groups.

Employee Supervision and Development 5%

1. Provide feedback to staff on performance and expectations. Resolve any performance concerns and issues immediately.
2. Work with staff on individual professional development.
3. Prepare and perform annual employee performance reviews.

Executive Team 5%

1. Assist the Executive Director in overall decision-making and management of the organization.
2. Attend and actively participate in Executive Team meetings.

Other Duties as Assigned

SUPERVISORY RESPONSIBILITIES

Direct supervision of two (2) to five (5) contract and policy staff. Supervisory authority includes recruitment/termination, performance development, assignment of work and daily supervision.

REQUIRED QUALIFICATIONS

The individual must possess these skills and abilities, or explain and demonstrate that s/he can perform the essential functions, with or without reasonable accommodation, using some combination of skills and abilities.

Education	Juris Doctorate in Law from an accredited law school.
Required Skills & Experience	<ol style="list-style-type: none"> 1. Minimum of five (5) years of corporate law experience 2. Strong knowledge of federal, state (Wisconsin and other states) and local laws 3. Ability to analyze case law and provide recommendations 4. Strong legal writing and research skills 5. Skilled at collaborating and creating innovative solutions 6. Previous supervisory experience 7. Excellent time management skills 8. Dispute resolution skills 9. Excellent written and verbal communication skills 10. Excellent analytical skills 11. Demonstrated investigative skills 12. Supervisory experience 13. Political Savvy 14. Successful negotiation experience 15. MS Office software proficiency
Desirable Skills & Experience	<ol style="list-style-type: none"> 1. Group facilitation skills
Personal Suitability	<p>Must be:</p> <ol style="list-style-type: none"> 1. Assertive 2. Motivational 3. Promotional/ persuasive 4. Innovative 5. A big-picture thinker
Core Competencies	<ol style="list-style-type: none"> 1. Adaptability 2. Approachability 3. Business Knowledge 4. Collaboration 5. Customer Focus 6. Innovation 7. Visionary Leadership 8. Talent Management 9. Risk Taking 10. Results Focused
Occupational Certification	Juris Doctorate with Wisconsin State Licensure

FISCAL RESPONSIBILITY

Signature authority up to \$150,000 within the budget approved by WECC's Board of Directors.

EXTENT OF PUBLIC CONTACT

Daily contact with WECC staff. Public contact with legislators and representatives of the Public Service Commission of Wisconsin (PSC). Contact may involve negotiating contracts, leading meetings, answering questions, discussing and clarifying policy, and identifying and clarifying issues.

PHYSICAL DEMANDS

The ability to sit or stand at a desk for extended periods, use a computer and telephone, and use verbal and listening skills in a court of law and various public forums, is essential.

WORKING CONDITIONS AND ENVIRONMENT

Equipment Used: Computer, fax machine, telephone, copier
Travel Status: Frequent
Car Required: Yes
Normal Work Hours: Monday through Friday, 8:00 AM- 5:00 PM and frequent evening/ weekend hours (averaging 50-55 hours per week)

Excessive noise?	<u>No</u>
Working around moving machinery?	<u>No</u>
Marked changes in temperature/ humidity?	<u>No</u>
Exposed to dust, fumes, gases, radiation, microwave?	<u>No</u>
Drives motorized equipment?	<u>No</u>
Works in confined quarters?	<u>No</u>

Reports To: Executive Director

Date Written: June 1, 2010