



STAFF ATTORNEY JOB PROFILE SUMMARY

JOB CATEGORY: Executive Administration

JOB TITLE: Staff Attorney

JOB CATEGORY DEFINITION:

This Job Category provides executive, administrative, and advisory support to senior management and/or the University-wide community including areas such as strategic planning, project management, risk management, compliance assurance, finance/budget, human resources, facilities/space planning, information technology, constituent/Board relations and/or legal counsel. May lead these activities and/or supervise employees responsible for these areas.

JOB TITLE DEFINITION:

The Staff Attorney provides advice and legal representation on a broad range of legal matters including rendering verbal and written advice on legal subjects; recommending legal strategic and tactical initiatives; evaluating the merits of major legal cases, working with the appropriate senior management and the General Counsel to define strategies for defending the University or for filing actions on behalf of the University; represents the University before federal and state administrative agencies on a variety of complex matters such as discrimination, employment, employee relations, contract compliance, copyright, intellectual property and medical malpractice issues; interprets and implements constitutional, statutory, and administrative rule requirements; negotiates and advises on contracts, acquisitions, new business ventures, and other transactional matters; assists senior management with risk management strategies, insurance procurement and claims; and provides training and assistance in the development of institutional policies, procedures, and programs. *Duties are performed at various levels within the defined title.*

WORKING CONDITIONS:

Specific physical requirements and effort are outlined in Job Responsibilities Worksheet (list of essential job duties and responsibilities specific to a particular job at the unit level) in accordance with the Americans with Disabilities Act of 1990 (ADA).

OTHER REQUIREMENTS:

Must be a member of the Pennsylvania Bar Association or eligible to become a member

**STAFF ATTORNEY
LEVEL 1**

**JOB CODE NUMBER:
SALARY BAND:**

**FLSA STATUS:
EEO-6 CODE:**

Level 1 positions typically demonstrate baseline working knowledge of routine work applications; follow standard principles and systems and use appropriate terminology associated with a particular field of specialization; participate as a team member in a collaborative environment within a diverse workforce; actively contribute to completion of team goals and assigned tasks; clearly communicate information, ideas, or instructions verbally and in writing; follow recommended approach to assigned work to facilitate achievement of desired results; ensure safe practices and environmental consciousness are exhibited in decisions; typically work under direct and frequent supervision while performing routine duties using established procedures with detailed instructions.

Typical Experience/Education Guidelines:	Typical work activities:
	<i>There is currently no Level 1.</i>

This profile is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions in this job title and should not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties should not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

**STAFF ATTORNEY
LEVEL 2**

JOB CODE NUMBER: ADEA0102
SALARY BAND: L

FLSA STATUS: EXEMPT
EEO-6 CODE: 3

Level 2 positions typically demonstrate intermediate knowledge of the concepts, practices and procedures of a particular field of specialization; perform intermediate tasks in defined skill areas/applications by continuously building on current job knowledge; maintain effective relationships with peers, vendors, and others in a diverse environment; support team decisions and follow through with team responsibilities; interpret information, ideas and instructions and communicate clearly and accurately both verbally and in writing including materials intended for distribution; determine causes of unusual occurrences and apply standard principles and practices to determine and implement solutions; ensure safe practices and environmental consciousness are exhibited in decisions; typically work under general supervision, while performing assignments that are varied and that may be somewhat difficult in character, but usually involve limited responsibility.

<p>Typical Experience/Education Guidelines:</p>	<p>Typical work activities:</p>
<p>3+ years related experience</p> <p>J.D. or LL.B. Degree from an ABA-accredited law school</p> <p>Required Certifications, Registrations or Licensure: Must be a member of the Pennsylvania Bar Association or eligible to become a member</p>	<ul style="list-style-type: none"> • Conduct legal research and prepare summary documents for senior staff attorneys • Draft legal documents and correspondence • Assist in the preparation of documentation and legal strategies for the defense of legal actions against the University • Review information and make recommendations on filing legal actions • Render verbal and written advice on a variety of legal subjects • Assist with projects related to legal issues • Assist in identifying internal controls and providing mechanisms to monitor and enforce compliance with applicable federal and state laws and regulations • Assist in developing policies, procedures and programs • Assist in the preparation and presentation of written and oral presentations before various University constituents, governmental agencies and external organizations

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**STAFF ATTORNEY
LEVEL 3**

JOB CODE NUMBER: ADEA0103
SALARY BAND: M

FLSA STATUS: EXEMPT
EEO-6 CODE: 3

Level 3 positions typically demonstrate proficient and comprehensive knowledge of defined skill areas/applications to integrate fundamental elements from other specialties into work assignments; apply knowledge of principles, practices, and procedures of a particular field of specialization to complete difficult assignments; promote a culture that is conducive to effective relationships among diverse team members; ensure safe practices and environmental consciousness are exhibited in decisions; may lead a project team involved in completion of difficult assignments, requiring proficient knowledge of field of specialization; interpret and communicate information, ideas and instructions clearly, accurately and persuasively both verbally and in writing including materials intended for distribution; incorporate new facts and ideas into group processes and apply creative thinking to develop new solutions; typically work with minimal supervision on difficult assignments, conferring with manager on unusual matters.

Typical Experience/Education Guidelines:	Typical work activities:
<p>5+ years related experience</p> <p>J.D. or LL.B. Degree from an ABA-accredited law school</p> <p>Required Certifications, Registrations or Licensure: Must be a member of the Pennsylvania Bar Association or eligible to become a member</p>	<ul style="list-style-type: none"> • Conduct legal research and prepare summary documents for senior management, senior staff attorneys and the General Counsel • Draft complex legal documents and correspondence • Assist in the preparation of documentation and legal strategies for the defense of legal actions against the University • Review information and make recommendations on filing legal actions • Render verbal and written advice on complex and novel legal matters • Coordinate projects related to legal issues • Identify internal controls and providing mechanisms to monitor and enforce compliance with applicable federal and state laws and regulations • Assist in the development of policies, procedures and programs, working with appropriate internal departments • Prepare and present written and oral presentations before various University constituents, governmental agencies and external organizations • Provide legal representation before federal and state administrative agencies in a variety of matters including discrimination, employment, employee relations and contract compliance • Provide advice on the interpretation and implementation of constitutional, statutory and administrative rule requirements

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**STAFF ATTORNEY
LEVEL 4**

JOB CODE NUMBER: ADEA0104
SALARY BAND: N

FLSA STATUS: EXEMPT
EEO-6 CODE: 3

Level 4 positions typically demonstrate advanced knowledge of principles, practices, and procedures of a particular field of specialization and complete complex assignments; integrate complex elements from other specialties into work assignments; demonstrate a strong commitment to inclusionary practices which support diversity throughout the University; establish a shared vision and take responsibility for the achievement of team goals, and provide direction for appropriate implementation of plans; present ideas, concepts and instructions in a clear manner, and use persuasion and negotiation to build consensus and cooperation; ensure safe practices and environmental consciousness are exhibited in decisions; develop new techniques, concepts, theories, programs or solutions and apply them to complex strategic operating issues; typically work independently on complex work assignments, review progress and evaluate results and update management as appropriate; may direct and delegate work to lower-level staff.

Typical Experience/Education Guidelines:	Typical work activities:
<p>10+ years related experience</p> <p>J.D. or LL.B. Degree from an ABA-accredited law school</p> <p>Required Certifications, Registrations or Licensure: Must be a member of the Pennsylvania Bar Association or eligible to become a member</p>	<ul style="list-style-type: none"> • Lead complex legal matters including working with internal and outside counsel, and senior management, as appropriate, in the creation of defense strategies for major legal actions • Review information and recommend strategic and tactical initiatives for legal actions filed against or on behalf of the University • Conduct complex legal research, develop oral and written advice and present recommendations to senior management, senior staff attorneys and the General Counsel • Represent the University before federal and state administrative agencies on a variety of matters such as discrimination, employment, employee relations, contract compliance, copyright, intellectual property and medical malpractice issues • Develop policies, procedures and programs to ensure legal compliance • Serve as legal advisor on business transactions including acquisitions and new business endeavors, or other transactional matters • Assist senior management with risk management strategies, insurance procurement and claims • Present legal information and proactive strategies to a variety of internal and external audiences • Negotiate and advise on contracts, acquisitions, new business ventures and other transactional matters

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**STAFF ATTORNEY
LEVEL 5**

JOB CODE NUMBER: ADEA0105
SALARY BAND: O

FLSA STATUS: EXEMPT
EEO-6 CODE: 3

Level 5 positions typically extend mastery of job knowledge to the principles, theories and practices of related specialties; expand knowledge of best practices and incorporate into all work assignments and procedures; evaluate and enhance current practices and efforts to ensure optimal support of diversity; oversee leadership of teams and projects that involve extensive cooperation and coordination between multiple departments across the University or with external customers; prepare written and/or verbal presentations or proposals on highly complex issues and deliver to a broad variety of audiences; identify and implement innovative solutions to important, highly complex strategic and/or operational issues which may involve unusual circumstances and incomplete or conflicting data; ensure safe practices and environmental consciousness are exhibited in decisions; work independently on highly complex or strategic assignments; may direct and supervise lower-level staff.

Typical Experience/Education Guidelines:	Typical work activities:
<p>15+ years related experience</p> <p>J.D. or LL.B. Degree from an ABA-accredited law school</p> <p>Required Certifications, Registrations or Licensure: Must be a member of the Pennsylvania Bar Association or eligible to become a member</p>	<ul style="list-style-type: none"> • Oversee complex legal matters including working with internal and outside counsel, and senior management, as appropriate, in the creation of defense strategies for major legal actions • Serve as a senior staff attorney assisting the General Counsel; act on his/her behalf as directed • Serve as senior liaison with outside counsel • Review information and coordinate the development of strategic and tactical initiatives for legal actions filed against or on behalf of the University • Review legal research, develop oral and written advice and present recommendations to senior management and the General Counsel • Represent the University before federal and state administrative agencies on a variety of complex matters such as discrimination, employment, employee relations, contract compliance, copyright, intellectual property and medical malpractice issues • Lead the development of policies, procedures and programs to ensure legal compliance • Serve as legal advisor on major business transactions including acquisitions and new business endeavors, or other transactional matters • Assist senior management with risk management strategies, insurance procurement and claims • Present legal information and proactive strategies to a variety of internal and external audiences • May supervise other Staff Attorneys and support staff

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