



Maine Public Employees Retirement System

GENERAL COUNSEL

THE ORGANIZATION

Established in 1942, the Maine Public Employees Retirement System (MainePERS), an independent agency of the State of Maine, administers retirement benefits for thousands of Maine's public employees, including teachers, legislators, judges, state workers, and participating local government employees. The system administers four open defined benefit plans, a Group Life Insurance Program, and a program of defined contribution retirement plans. Employers include the State of Maine and 6 of its component units, 234 local school districts, and 335 other participating local districts.

Open Defined Benefit Plans

- State Employee and Teacher Plan
- Judicial Plan
- Legislative Plan
- Participating Local District (PLD) Consolidated Plan

MainePERS is governed by an eight-member Board of Trustees responsible for fiduciary oversight, strategic vision, and policy direction.

- Trustee Term: Three years, with the exception of the two-year term of the State Treasurer
- System Members: Five
 - Two active and elected by their unions
 - Two retired and appointed by the Governor
 - One municipal plan representative appointed by a municipal organization
- Non-System Members: Two
 - Appointed by the Governor with specific investment or pension expertise
- State Treasurer serves ex-officio

MainePERS is recognized for its responsible stewardship, commitment to **service, and collaborative culture, operating with agility, transparency, and accountability.**

MAINEPERS INVESTMENT DETAILS

Assets Under Management: \$22.5 billion

Annual Benefits Payroll: over \$1 billion

Aggregate Funded Ratio: 88%

Annual Operating Budget: \$30 million

Unfunded Liability: \$2.3 billion

Participants:

Annual Employer Contributions: \$623.6million

• Active: 55,890

• Retired & Beneficiaries: 51,515

Annual Employee Contributions: \$271.6million

• Inactive Members: 62,727

GUIDING PRINCIPLES & ORGANIZATIONAL VALUES

MainePERS operates under strict fiduciary standards, ensuring all assets are managed and all benefits paid in accordance with Maine law, federal regulations, and industry best practices. MainePERS strives to administer the retirement system with integrity, professionalism, and a member-centric approach:

- **Accountability** – We act with integrity. We educate, equip, and empower all to consistently deliver knowledgeable and respectful service to our constituents and colleagues.
- **Respect** – We are mindful of culture and diversity in all we do, exercising empathy, compassion, kindness, and appreciation in valuing all others.
- **Collaboration** – We work together, proactively sharing information and knowledge and acting transparently in all interactions.
- **Stewardship** – We secure and safeguard assets (data, funds) entrusted to our care and consistently comply with our obligations to ensure benefits are sustained.
- **Agility** – We strive for personal and organizational excellence through continuous improvement.

STRATEGIC GOALS & OBJECTIVES

- **Trust Fund Preservation** – Preserve and prudently steward the trust by strengthening governance and risk oversight, optimizing strategic asset allocations, and administering plans efficiently.
- **Contribution Rate Stability** – Promote stable contribution rates through sound actuarial methods and clearly communicating funding trends to employers and stakeholders.
- **Security and Integrity of Information Systems** – Safeguard data and operations through a forward-looking cybersecurity program and continuous modernization of systems to ensure resiliency and scalability.
- **Cultivation of a Member-centric Organization** – Deliver member first experience.
- **Stakeholder Relations** – Strengthen stakeholder trust through information, elevating education, streamlined reporting, and effective feedback loops to drive improvement.
- **Advance the Organizational Mission through an Engaged Workforce** – Foster a high-performing, inclusive, and accountable workforce through clear expectations, continuous development, and engagement that aligns staff efforts with the System's mission.

For more information: [Strategic Plan](#)

THE OPPORTUNITY

Reporting to the Chief Executive Officer (CEO), and as a key member of the executive leadership team, the **General Counsel (GC)** provides comprehensive legal counsel, advice, and assistance to MainePERS across all areas of operations. The General Counsel oversees teams of professional and administrative staff across Legal, Human Resources, and Actuarial and Legislative Affairs, including the compliance and appeals programs. The GC ensures the System operates effectively within state and federal laws and rules, treating members in the appeals process respectfully and fairly. The role works closely with the Office of the Attorney General, including the Assistant Attorney General who serves as Counsel to the Board of Trustees, and serves as a strategic advisor on governance, fiduciary, legislative, and investment-related legal matters.

The GC oversees a staff of ~ 11 professional and administrative staff.

Key Responsibilities include, but are not limited to:

- Leadership, Governance & Planning
 - Serve as a member of the Senior Management Team.
 - Advise the CEO and Board for strategic planning purposes.
 - Assist in educating the Board on fiduciary duties and governance issues.
 - Lead and develop the Legal, Human Resources, Actuarial and Legislative Affairs Departments, including compliance and appeals programs; supervise and mentor professional and administrative staff.
 - Collaborate with departmental managers and supervisors; confer with agency leaders regarding legal services needs.
 - Analyze alternative approaches to meeting requirements.
 - Develop and recommend agency-wide short and long term legal services plans and budgets.
- Legal Counsel & Regulatory Compliance
 - Provide general legal counsel and guidance to staff on matters relevant to MainePERS.
 - Ensure System wide compliance with applicable federal and state laws, regulations, and rules.
 - Analyze complex federal and state laws and regulations affecting MainePERS, including requirements for maintaining tax qualified status.
 - Anticipate and identify legal issues and develop legal strategies and solutions.
 - Draft and review policies, procedures, resolutions, and other governance and compliance documents.
- Rulemaking, Legislation & Policy Implementation
 - Initiate rulemaking proceedings; develop statutory and regulatory interpretations.
 - Advise on legislative proposals in consultation with the Director of Actuarial and Legislative Affairs and relevant staff.
 - Assist staff in implementing new procedures required by legislation or rule.
- Contracts, Transactions & Investment Matters
 - Negotiate, draft, review, and approve contracts, agreements, resolutions, and related documents.
 - Advise on investment related legal issues and documentation.

- Appeals, Claims & Member Matters
 - Review contested member claims and make recommendations to management.
 - Oversee the appeals program, ensuring members are treated respectfully and fairly.
 - Answer questions from members or the public regarding laws governing MainePERS, as appropriate.
- Outside Counsel & Board/AG Coordination
 - Oversee selection, retention, management, and evaluation of all outside counsel.
 - Coordinate and facilitate legal work performed by outside counsel, Board Counsel, and the Office of the Attorney General.
- Risk Management & Issue Resolution
 - Perform risk management functions: identify areas of legal risk, assess exposure, and develop mitigation procedures and responses.
 - Stay current on issues related to retirement system operations, state and federal tax law, and fiduciary requirements; respond to and resolve sensitive and complex legal inquiries.
- Human Resources&Labor Relations
 - Support HR by reviewing forms, policies, and procedures.
 - Participate in negotiation and interpretation of collective bargaining agreements.
 - Provide legal advice/counsel regarding personnel concerns, benefit plans and grievances.
- Representation, Meetings & Presentations
 - Represent MainePERS in appropriate state and national organizations.
 - Regularly attend meetings and hearings; make policy recommendations to the CEO, Senior Management Team, and Board of Trustees.
 - Make presentations to the Board and committees as directed by the CEO.
- General System Administration
 - Support the CEO in overseeing the general administration of the System.
- Special Projects
 - Perform special projects and other duties as assigned by the CEO.

DESIRED QUALIFICATIONS & COMPETENCIES

Minimum Qualifications include:

- Juris Doctor or equivalent degree from an accredited law school
- Current membership in good standing with the Maine Board of Overseers of the Bar and licensed to practice in Maine
- Ten (10) + years of progressively responsible experience in a comparable legal environment or equivalent combination of education and experience that has provided the knowledge, skills, and abilities necessary for a General Counsel
- Litigation experience (preferred)
- Experience managing other attorneys and paralegals (preferred)

Required Core Competencies include:

- **Collaboration:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Courage:** Stepping up to address difficult issues; saying what needs to be said.
- **Self-Development:** Actively seeking new ways to grow and be challenged using both formal and informal development channels.
- **Plans and Aligns:** Planning and prioritizing work to meet commitments aligned with organizational goals.
- **Persuades:** Use compelling arguments to gain the support and commitment of others.
- **Manages Complexity:** Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.
- **Global Perspective:** Taking a broad view when approaching issues, using a global lens.
- **Interpersonal Savvy:** Relating openly and comfortably with others to meet shared objectives.
- **Organizational Savvy:** Maneuvering comfortably through complex policy, process and people-related organizational dynamics.
- **Builds Effective Teams:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.
- **Manages Conflict:** Handling conflict situations effectively, with a minimum of noise.

PERSONAL CHARACTERISTICS

- Highest ethical standards, integrity, honesty, and professionalism
- Sound legal judgement and discretion
- Principled and courageous in addressing difficult issues
- Confident, clear communicator with executive presence and the ability to tailor messages to Board, staff, members, and external stakeholders
- Collaborative leader who builds trust, encourages cooperation, and navigates complex organizational dynamics
- Organized, resilient, and adaptive
- Able to manage high-volume, complex workloads and competing priorities

COMPENSATION

- Competitive Base Salary
- Annual Performance Bonus
- Comprehensive Benefits Package
- Pension Benefit
- Relocation assistance is available if necessary.

AUGUSTA, MAINE

Augusta is Maine's capital city—a vibrant community nestled along the Kennebec River. Home to government institutions, charming downtown shops, and scenic parks, Augusta boasts a welcoming atmosphere and affordable living:



- **Location:** Central Maine, convenient access to Portland, Bangor, and coastline.
- **Lifestyle:** Outdoor recreation, historic attractions, museums, and arts.
- **Community:** Strong sense of civic pride, excellent schools, thriving local economy.
- **Appeal:** Mild summers, snowy winters, quintessential New England character.

For more about Augusta:

[Visit Augusta Maine](#)
[Augusta Maine Chamber of Commerce](#)

APPLICATION PROCESS

CBIZ Talent Solutions, an executive search firm, is assisting MainePERS with this important search. All calls and inquiries should be made through the search firm. Applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled. Please apply at:

Click [Here to Apply](#)

NON-DISCRIMINATION

Our client and CBIZ Talent Solutions firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

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