



**GOVERNOR'S OFFICE OF GENERAL COUNSEL (HARRISBURG)
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY
OFFICE OF THE STATE FIRE COMMISSIONER**

The Pennsylvania Governor's Office of General Counsel (OGC) seeks an experienced attorney to provide representation and legal advice to the Pennsylvania Emergency Management Agency's (PEMA) Office of Chief Counsel. The PEMA Office of Chief Counsel also serves the Office of the State Fire Commissioner (OSFC). This position is classified as an Attorney 3 or 4, depending on the relevant experience possessed by the successful candidate. This is a unique and rewarding opportunity to serve the Commonwealth. Flexibility and commitment to public service are essential.

The role is based at PEMA Headquarters in Harrisburg, with eligibility for a hybrid work schedule (three days in-office) at the discretion of the General Counsel. However, PEMA operates 24 hours a day, 7 days a week. If PEMA's Commonwealth Response Coordination Center is activated by the Director of the Agency due to an emergency, the attorney is expected to be available to report to work at the PEMA Headquarters building regardless of day or time (7 days a week/24 hours a day) upon request by the PEMA Director or the Chief Counsel.

What We Are Looking For:

We are seeking an experienced attorney, preferably within the Commonwealth. The ideal candidate will have knowledge of the Commonwealth Procurement Code and procedures, state and federal grants, contract drafting experience, excellent writing skills, exceptional interpersonal skills, and the ability to foster trust and respect, including creating collaborative and responsive working relationships with colleagues across state and federal agencies, clients, and the public. This individual must be able to work independently, providing legal counsel in a fast-paced, high-pressure situations, while maintaining strong attention to detail and excellent communication and organizational skills. The attorney will function independently at the direction and supervision of the Chief Counsel. Legal advice is sought or received from the Chief Counsel on issues of unusual complexity, sensitivity, or importance.

Key Responsibilities:

- Lead counsel for drafting, reviewing, and negotiating agreements related to procurement, intergovernmental agreements, MOUs, and other legal documents for PEMA and OSFC.
- Draft state and federal grant agreements.
- Conduct form and legality review on contracts and agreements for over 20 grant programs.
- Provide legal guidance during emergencies, including document preparation and support for PEMA's Emergency Management Program. This includes drafting Governor's Disaster Proclamations, and gubernatorial disaster related requests pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

- Provide counsel on matters related to Title 35 of the Pennsylvania Consolidated Statutes, (Emergency Management Services Code), the Pennsylvania Right-to-Know Law, and relevant federal regulations.
- Represent PEMA and OSFC in legislative interactions and with various government agencies and officials.
- Review legislative testimony and provide analysis of pending legislation.
- Provide legal support during PEMA exercises and training (nuclear power plant exercises, black sky training, no-notice drills).
- Serve in a 24/7 on-call capacity for emergency activations, ensuring rapid response and legal support during emergencies or disaster situations.

Why Join OGC?

Working as an attorney with the OGC offers a unique and fulfilling career opportunity where you can make a significant impact on the people of Pennsylvania. Employees enjoy a dynamic and supportive work environment that fosters professional growth and development. This role not only allows you to contribute to the public good but also provides ample opportunities to hone your legal skills in a collaborative setting. In addition to meaningful work, the OGC offers:

- **Competitive Benefits Package:** Top-tier health care options, retirement plans, and generous paid time off.
- **Work-Life Balance:** Excel in your career while having the time to enjoy your personal life.
- **Continuous Learning:** A supportive culture that fosters ongoing professional development and advancement.

Joining our team means being a part of a respected institution dedicated to legal excellence and public service. To learn more about OGC's mission and what it is like to be a part of the OGC team, visit our website, at www.ogc.pa/careers.

Qualifications:

- Juris Doctor degree from an ABA-accredited law school.
- Active membership in good standing with the Pennsylvania Bar.

To Apply:

Interested attorneys should send a cover letter setting forth interest in this position, resume, and writing sample (no more than ten pages) **not later than November 22, 2024** to ogchiring@pa.gov, directed to Derek Riker, Deputy Chief of Staff, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 17101.

OGC is an Equal Opportunity Employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.