



401 S. Spring Street
William Stratton Building
Suite 515
Springfield, IL 62706

POSITION POSTING

Deputy Chief Counsel for Procurement

Number of vacancies: 1

Salary Range: \$72,000.00-\$99,996.00 Yearly

Salary range shown is only to be used as a guide; actual salary will be determined at the time of hire.

The Executive Ethics Commission (EEC) of the State of Illinois seeks an experienced attorney for a position with our procurement legal team. This attorney position fulfills a wide range of responsibilities including helping the Chief Counsel for Procurement manage the work assigned to the procurement legal team; serving as a procurement protest review officer researching, writing memoranda, and making recommendations regarding legal issues based on Illinois laws including, but not limited to, the Illinois Procurement Code, State Officials and Employees Ethics Act, Illinois Administrative Procedure Act, and Freedom of Information Act (FOIA). The attorney will work under the direction of the Chief Counsel for Procurement.

The EEC is a nine-member commission. Five commissioners are appointed by the Governor, and one commissioner each is appointed from the Attorney General, Secretary of State, Comptroller, and Treasurer. The Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity by facilitating compliance, implementation, and enforcement of the State Officials and Employee Ethics Act. The Commission is responsible for appointing Chief Procurement Officers (CPOs), who provide oversight of certain executive branch procurements pursuant to the Procurement Code.

Responsibilities:

- Provides legal counsel and guidance to the CPOs and the EEC regarding legal matters relevant to the Illinois Procurement Code; the CPOs' administrative rules; additional procurement-related statutes, regulations, policies, and procedures; the State Officials and Employees Ethics Act; the FOIA; and other laws and regulations.
- Provides advice on proposed legislation and proposed regulations related to Illinois procurement.
- Recommends changes to policies and practices to comply with new legal requirements.
- Closely coordinates and cooperates with peers to ensure all relevant legal aspects of the CPO's portfolios are addressed, communicated, and escalated in a proactive and effective manner.
- Conducts legal research for CPOs and EEC staff and prepares legal memoranda and briefs.
- As Protest Review Officer, reviews all protests, communicates with protestors when necessary, and recommends written determinations for the respective CPO's consideration.
- Assists with responses to procurement-related FOIA requests and offers guidance on FOIA and other records-related issues.
- Conducts hearings on behalf of, or at the direction of, the CPOs or EEC Executive Director and prepares recommended decisions.
- Serves as procurement liaison to streamline communications related to facilitation of resolutions of substantive procurement issues between the Procurement Division and the EEC, includes consulting on disputes between the CPO, PCM, and agencies/universities.
- Coordinates litigation-related activities for general matters involving CPOs and their respective staffs.

- Provides litigation support and coordination with the Office of the Illinois Attorney General.
- Provides support regarding analysis and tracking of relevant legislative matters.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements:

- 5 years of legal experience.
- Licensed to practice law in the State of Illinois.
- Confident lawyer comfortable bringing ideas to Chief Procurement Officers and EEC leadership team.
- Demonstrated exceptional analytical and problem-solving skills.
- Successful track record providing strategic creative solutions.
- An active learner and quick to grasp new concepts.
- Demonstrated ability to provide sound judgment based on experience.
- Agile in ability to read a situation and various audiences.
- Proactive, comfortable with ambiguity, yet listens and does not jump to conclusions.
- Working knowledge of the functions of state government.
- Understanding of the relationships between the executive branch and the other branches of Illinois state government.
- Excellent legal research skills.
- Exceptional written and oral communication skills.
- Demonstrated ability to collaborate with internal and external stakeholders.
- Strong advocacy skills.

Preferences:

- 5 years of legal experience.
- Experience with procurement, ethics, or administrative law.
- Experience responding to Freedom of Information Act requests.
- Experience with litigation, appellate, or contested administrative proceedings as an advocate, adjudicator, or clerk.
- Experience with roadway or vertical construction law and process.

Office Information:

The members of the procurement legal teamwork in a collaborative environment subject to the direction of the Chief Counsel for Procurement. Successful members of this team have a demonstrated interest in, enthusiasm for, and commitment to public service. The desired candidate is self-motivated, with an ability to resolve complex issues with a resourceful, independent attitude.

The work location is currently remote due to COVID-19. Upon EEC's return to the office the team will work in an office setting, requiring business casual or business dress attire. The position will be located in William Stratton Building, 401 South Spring Street, Room 515, Springfield, Illinois 62706 or the James R. Thompson Center 100 West Randolph, Chicago, IL 60601.

Work Hours:

This is a full-time position with a typical work week consisting of 37 ½ hours per work during normal business hours.

Benefits:

This position is eligible to be a member of the State of Illinois Group Insurance program with health, dental, vision, and life insurance coverage options. Additionally, this position will earn 12 paid sick days per calendar year, a minimum of 10 paid vacation days per calendar year, 3 paid personal days per calendar year, and 12 paid state holidays per calendar year, prorated based on start date.

How to Apply:

Submit the following through Indeed or <https://illinois.jobs2web.com/>:

- 1) A letter of interest, explaining how your training, experience, and/or coursework qualify you for this position, "Assistant Procurement Counsel" as the subject line;
- 2) resume;
- 3) legal writing sample; **and**
- 4) complete required assessments.

We will begin reviewing resumes on October 4th, 2021. The position will remain open until filled.

NOTE: This is a non-code position. This position is not subject to collective bargaining and does not require a current grade from Central Management Services.

The Executive Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. Please contact the Human Resources Office with requests for reasonable accommodations. The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.