

**Job Announcement**  
**Federal Emergency Management Agency, Office of Chief Counsel**  
**Position Title: Attorney Advisor**  
**Duty Station: FEMA Headquarters**  
**Grade: GS-14/15**

**OPENING DATE:** Thursday, May 9, 2024

**CLOSING DATE:** **Friday, June 30, 2024**

**POSITION TITLE AND LEGAL DIVISION:**

Attorney Advisor for the Personnel Law Branch (PLB), within FEMA's Office of Chief Counsel's (OCC) Mission Support Legal Division (MSLD)

**SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL:**

0905-Attorney-Advisor, GS-14/15. This means that OCC may fill the position at either the GS-14 or GS-15 level. An individual hired at the GS-14 level may later be promoted to the GS-15 level. The position has a full performance level of GS-15.

This is a public trust position and does not require a security clearance. Occasional travel may be required.

**DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY:**

This position has a FEMA Headquarters, Washington, D.C. This position is not eligible for remote work. This position is eligible for telework pursuant to FEMA policy.

**POSITION TYPE:**

This is an appointment under Title 5, United States Code, in the Excepted Service.

**POSITION SUMMARY AND IDEAL CANDIDATE:**

PLB seeks qualified applicants for the position of Attorney Advisor for FEMA Headquarters in support of the Office of Chief Human Capital Officer. The successful candidate will serve under the immediate supervision of the Principal Deputy of PLB. Candidates must have strong research, writing, and communication skills; the ability to work independently; and the ability to represent the agency at a high level both internally and externally.

The ideal candidate would have specialized legal experience in personnel law, including federal union labor experience and prior experience with FEMA programs and personnel.

Experience in personnel litigation (for example, EEOC, MSPB, union grievances and arbitrations, and/or state unemployment compensation for federal employees), as well as emergency management (for example, the Stafford Act, FEMA programs such as response and recovery, and the delivery of federal disaster assistance) is preferred but not required.

**DUTIES OF THE POSITION:**

- Supporting the Office of the Chief Human Capital Officer (OCHCO) by advising on policy development and revision in a wide variety of personnel areas, including, but not limited to, hiring, pay, benefits, performance and discipline.
- Conducting the review and providing guidance on internal and external detail assignments.
- Independently analyzing and interpreting FEMA's statutory authorities, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC § 5121-5207 and other relevant laws, regulations, policies, and Executive Orders.
- Informing the OCHCO of new developments in the law, as well as the status of cases and matters relevant to regional operations.
- Conducting legal reviews on a variety of personnel matters, including, but not limited to, draft memoranda, detail MOUs, disciplinary and performance actions.
- Providing solution oriented, articulate, legally sufficient, and timely written and oral legal advice on a wide range of matters involving difficult legal or factual questions.

**QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:****Minimum Requirements include:**

- U.S. Citizenship,
- Ability to successfully pass a background investigation (public trust),
- Ability to obtain and maintain a government travel card,
- Selective Service registration for males born after 12/31/59,
- A graduate of a law school accredited by the American Bar Association,
- Membership in good standing of the Bar of a State, the District of Columbia, or the Commonwealth of Puerto Rico.
- Agreement with Every Employee is an Emergency Manager requirement.

**Minimum Experience:**

**You qualify for this position at the GS-14 level if you possess the following experience by the closing date of this announcement:**

- Applicants must have at least three (3) years of full-time legal experience. Legal experience means experience in which the candidate's job duties required the provision of legal advice or representation, and which required the candidate to be an active member in good standing of the Bar of any state or territory, or the District of Columbia.
- Applicants must have at least two (2) years of specialized experience that is directly related to the line of work of this position, which has equipped the applicant with knowledge, skills, and abilities to successfully perform the duties of the position. At least one of the two years of specialized experience must be at a level of difficulty and responsibility equivalent to that of an attorney at the

**You qualify for this position at the GS-15 level if you possess the following experience by the closing date of this announcement:**

- Applicants must have at least five (5) years of full-time legal experience. Legal experience means experience in which the candidate's job duties required the provision of legal advice or representation, and which required the candidate to be an active member in good standing of the Bar of any state or territory, or the District of Columbia.
- Applicants must have at least two (2) years of specialized experience that is directly related to the line of work of this position, which has equipped the applicant with knowledge, skills, and abilities to successfully perform the duties of the position. At least one of the two years of specialized experience must be at a level of difficulty and responsibility equivalent to that of an attorney at the GS-14 level.

**Specialized experience for this position includes:**

- Independently analyzing and interpreting federal and state statutes, regulations, and policies; Executive Orders; and judicial and administrative decisions in the course of rendering advice.
- Providing legal advice on complex statutory, regulatory and policy matters involving all stages of federal personnel employee lifecycle matters, including, but not limited to, hiring, pay, benefits, performance and discipline, and including federal employee union experience.

**REQUIRED DOCUMENTS:**

At time of application, the applicant must submit a:

- Resume, and
- Cover letter explaining their interest in the position and how their experience will make them an outstanding Attorney Advisor for PLB.

Prior to tentative job offer, the applicant must also provide:

- Proof of bar admission
- References

**OCC LEGAL AFFAIRS CADRE AND EMERGENCY MANAGER ASSIGNMENT:**

The incumbent to this position will be required to train for and attain qualification as a disaster field attorney. In addition, every FEMA employee has regular and recurring emergency management responsibilities. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

**EQUAL OPPORTUNITY:**

OCC is a diverse workplace, promotes equal opportunity, and welcomes all qualified applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

**REASONABLE ACCOMMODATION:**

Please contact the Hiring Manager listed below if you require a reasonable accommodation for the application process as soon as possible.

**HOW TO APPLY:**

Interested applicants should submit a resume and cover letter to Mrs. Leigh M. Hoburg at [Leigh.Hoburg@fema.dhs.gov](mailto:Leigh.Hoburg@fema.dhs.gov) by the closing date of this announcement. The subject line of the email should reference that you are applying for the PLB Attorney Advisor position.

Please let us know in your email or cover letter where you saw this announcement.