

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel
Position Title: Deputy Associate Chief Counsel – Supervisory Attorney
Duty Station: FEMA Headquarters (Washington, D.C.)
Grade: PFT GS-15 | Job Series 0905

OPENING DATE: Tuesday, December 31, 2024	CLOSING DATE: Monday, January 13, 2025, by 11:59 PM ET
POSITION TITLE AND LEGAL DIVISION: Deputy Associate Chief Counsel – Supervisory Attorney for FEMA Headquarters, within FEMA’s Office of Chief Counsel’s (OCC) Regulatory Affairs Division (RAD)	
JOB SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, & TRAVEL: This position is in the job series 0905-Attorney-Advisor, GS-15. This 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 & REMOTE WORK ELIGIBILITY: This position has a duty station of 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 a Permanent Full Time (PFT) Supervisory Attorney position. This position is being announced under FEMA’s General Schedule (GS) program. This is an Excepted Service position and will be filled at the GS-15 level.	
POSITION SUMMARY AND IDEAL CANDIDATE: The Office of Chief Counsel (OCC), Regulatory Affairs Division (RAD), seeks a well-qualified applicant for the position of Deputy Associate Chief Counsel (DACC) for Headquarters. The position will supervise the attorney-advisors on the OCC-RAD team, serve as a co-manager with the Chief Economist, who both report to the Associate Chief Counsel for Regulatory Affairs. RAD serves as FEMA’s primary legal counsel on matters related to regulations, sub-regulatory guidance, rulemaking, administrative law, and executive orders. The ideal candidate will possess: <ul style="list-style-type: none"> • Excellent coordination, communication, organizational, and conflict resolution skills. • Experience analyzing, interpreting, and advising on FEMA’s statutory authorities, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC § 5121-5206 and other relevant laws, regulations, policies, and Executive Orders. • Demonstrated ability leading and managing a diverse group of professionals and multiple, complex projects simultaneously. • Prior supervisory experience is preferred. • An understanding of the training, development, and support for legal staff, with experience in the development of FEMA attorney advisors preferred. • Candidates must also 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 the areas of rulemaking and administrative law, including the Administrative Procedure Act (APA), the Federal Register Act, the Regulatory Flexibility Act, the Unfunded Mandates Reform Act, the Paperwork Reduction Act, the Privacy Act, the National Environmental Policy Act, the Congressional Review Act, Executive Order 12866, Executive Order 13563, Executive Order 13175, Executive Order 13132, Executive Order 11988, Executive Order 11990, Executive Order 12898, OMB Circular A-4, and OMB Circular A-119.

DUTIES OF THE POSITION:

- Provide technical legal and administrative supervision of the RAD Legal Team.
- Supervisory work includes, but is not limited to, conducting performance reviews; establishing positions; selecting staff; assigning and reviewing work; planning and arranging for training and development; setting organizational and individual performance goals; and hearing and resolving complaints.
- Independently identify, coordinate, and resolve novel, complex, cross cutting, and strategic issues that impact FEMA.
- Coordinate closely with the other OCC Legal Divisions and Regulatory Working Groups.
- Work with various FEMA Program offices, OCC Divisions, and Agency leadership to develop and support FEMA's regulatory initiatives, and draft regulations and related notices for publication in the Federal Register.
- Review legal team members' work to ensure agency compliance with DHS/FEMA guidance on rulemaking and Federal Register notice development, drafting, and approval procedures.
- Serve as a liaison to DHS's Office of General Counsel Regulatory Affairs Legal Division, OMB's Office of Information and Regulatory Affairs, and the Office of the Federal Register.
- Assign, monitor, and track work assignments for rulemakings and policy reviews from the RAD Legal Team for compliance and reporting purposes.
- Monitor and approve advice from Legal Team to other OCC Divisions and FEMA program offices on the APA and whether legislative or policy changes require rulemaking.

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:

Attorneys at a GS-15 level render supervisory and/or highly specialized expert legal advice and services with respect to the most complex issues facing FEMA, including thorough analysis of relevant case law, constitutional law, statutes, regulations, executive orders, directives, treaties and other international agreements and standards, and agency policies and practices. The nature of the legal work performed by GS-15 attorneys is of the utmost complexity, requires strategic thinking, excellent judgment, and often

involves innovative or precedent-setting solutions. The GS-15 attorney is able to provide expert legal advice and develop clear, concise written and other products to support and implement that advice, including legislative proposals, litigation documents, regulations, directives, contracts, agreements, policies, strategies or negotiations. GS-15 attorneys are expected to:

- Handle the most complex legal and factual issues; novel issues or issues without clear legal precedent; issues with significant impact and sensitivity; issues with significant public interest; and issues involving powerful adversaries.
- Operate at an extremely high level of responsibility in terms of the supervision and guidance received, the senior level of officials with whom the attorney interacts, and the degree to which the attorney speaks for OCC and FEMA.
- Have outstanding writing skills, conduct demanding legal analysis, draft and review draft motions, subpoenas, complaints, memoranda and comparable legal documents.
- Have excellent communication skills.
- Coordinate substantive legal matters with the inter-agency and actively participate in inter-agency legal discussions.
- Lead substantive legal discussions in representing the department in the inter-agency process and by participating in inter-agency working groups.
- Be able to supervise the work of others in OCC, either on a continuous basis or on particular projects.
- Require little to no review of work product by supervisor. A GS-15 attorney's work is reviewed for success in achieving the desired result.

Specialized experience for this position includes:

- Assigning, tracking, monitoring, reviewing, and reporting on division-wide actions and priorities to the Associate Chief Counsel, and to Deputy Chief Counsel, Principal Deputy Chief Counsel, and Chief Counsel, as appropriate.
- Advising on legal requirements and procedures related to federal rulemaking.
- Advising on applicability of the Administrative Procedure Act, Executive Order 12866, OMB's Good Guidance Practices to guidance or policy documents a program office intends to issue.
- Coordinating with other OCC Divisions, FEMA Program offices, program officials, and other federal agencies on regulatory matters.

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 Deputy Associate Chief Counsel for OCC-RAD.

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

- Proof of bar admission
- Law school transcript from an accredited law school

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. Thank you.

HOW TO APPLY:

Interested applicants should submit a resume and cover letter to Kristen Shedd, Associate Chief Counsel, at Kristen.Shedd@fema.dhs.gov by the closing date of this announcement. The subject line of the email should reference that you are applying for the DACC for OCC-RAD PFT GS-15 position. Please let us know in your email or cover letter where you saw this announcement. Thank you.