



Commonwealth of Massachusetts

CANNABIS CONTROL COMMISSION

ONE ASHBURTON PLACE, ROOM 313

BOSTON, MASSACHUSETTS 02108

TELEPHONE (617) 878-9853

STEVEN J. HOFFMAN

CHAIRMAN

Massachusetts Cannabis Control Commission Job Posting

Job Title: General Counsel

Reports to: Cannabis Control Commission Executive Director

I. PURPOSE OF THE JOB

To provide day-to-day legal advice, representation and support to the Cannabis Control Commission and its staff on a broad range of complex legal, business, operations and regulatory issues. The General Counsel will supervise and manage the Commission's Legal Department and any outside counsel on matters including, but not limited to: labor and employment-related matters; contracts and procurement; litigation and claims; public records; open meeting law; and ethics. It is also expected that the General Counsel will play a key role in the drafting, promulgation and enforcement of regulations.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Fostering the principles of the Commission's Mission Statement among the staff and all stakeholders.
- Managing the activities of the Legal Department, including supervision of any professional, paralegal and support personnel.
- Providing legal advice and counsel to the Executive Director and Commission to support daily operations and strategic initiatives.
- Supervising and handling claims, suits and potential legal actions by and against the Commission, assuring timely and effective handling of each matter.
- Remaining current on legal decisions and trends that are relevant to the work of the Commission.
- Assisting in the drafting of regulations.

- Assisting in investigations and enforcement processes.
- Overseeing procurement processes in conjunction with the Executive Director and Chief Financial and Accounting Officer.
- Ensuring compliance with applicable laws, regulations and policies.
- Managing budget and outside counsel engagements.
- Drafting, interpreting and negotiating a wide variety of employment, business and interagency agreements and reviewing contracts and other instruments for execution.
- Attending and representing the Commission at public meetings, hearings and other appearances.
- Assisting the Executive Director in the establishment of employment and administrative policies and procedures.
- Performing related duties as assigned.

III. EXPERIENCE AND SKILLS

- Juris Doctorate from an ABA-accredited law school.
- Member in good standing of the Massachusetts Bar.
- A minimum of 8 years of legal experience.
- Verifiable management experience, including a minimum of 5 years of supervisory experience.
- Federal practice experience preferred.
- Ability to manage and prioritize a high volume workload.
- Ability to manage and mentor legal and support personnel.
- Excellent written and oral communication skills, including the ability to explain complex legal issues to non-lawyers.
- Proven problem-solving skills and sound judgment.
- Developed knowledge of the cannabis regulatory environment.
- Experience in a regulatory agency or other regulatory compliance experience.
- Strong interpersonal and organizational skills
- Knowledge of the Commission's mission, standards and goals.

Salary Range: Commensurate with experience.

Benefits Package:

The Commission is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The General Counsel is a management position; as such the successful candidate will be hired as an employee at will. This position is non-civil service. This position is an exempt position.

The overall benefits available include: paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans.

In addition, the Commission provides employees the opportunity to elect life insurance, long term disability insurance, deferred compensation savings, tuition remission and pre-tax commuter account plans, along with other programs.

The Commission employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from State service. Follow this link for additional retirement information:

<http://www.mass.gov/treasury/retirement/state-board-of-retire/>.

Commitment to Diversity:

The Commission is committed to building a diverse staff across its entire agency and at all levels. The Commission is an equal opportunity/affirmative action employer.

Application Process and Deadline

The Commission encourages interested candidates that meet the minimum requirements for experience and skills to apply for this position.

Interested candidates should submit a cover letter and resume by e-mail no later than **November 15, 2017**. The application package should be submitted to:

CannabisCommission@state.ma.us

Please include the position title in the subject line: Cannabis Control Commission General Counsel

Submissions are due by 5:00 pm (e-mail) on November 15, 2017; late submissions may be considered solely at the discretion of the Commission.

Notice of Required Background Check – Including Tax Compliance:

The Commission requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such background check is not initiated until:

1. A candidate is invited to a second or subsequent interview and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes a Criminal Offender Record Information (CORI) check, Federal IRS and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Those candidates invited to interview will be contacted by the Cannabis Control Commission for this position in mid-November. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

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