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C A R E E R O P P O R T U N I T Y

# PENSION AND DEFERRED COMPENSATION ATTORNEY (ASSISTANT CITY ATTORNEY IV) CITY OF PHOENIX, ARIZONA

**ANTICIPATED HIRING RANGE: \$126,734–\$168,272 DOE/DOQ\***

*\*Full classification range includes additional growth up to \$177,444.80*

**T**HE CITY OF PHOENIX, ARIZONA is seeking an experienced Pension and Deferred Compensation Attorney (classification: Assistant City Attorney IV) to serve as counsel to the Retirement Office and the City of Phoenix Employees' Retirement System (COPERS) governing board, as well as the governing boards for the Defined Contribution/Deferred Compensation Plans (DCP) and the Post Employment Health Plan (a VEBA Trust) (PEHP). In this capacity, the Pension Attorney provides legal guidance on public pension and deferred compensation matters, while supporting board governance and decision-making in a highly specialized area of municipal law. This role works closely with executive leadership, board members, and staff, serves as a trusted legal advisor and subject matter expert, and helps ensure the integrity and effectiveness of the City's retirement program. The ideal candidate brings strong technical expertise in public pension systems, investment contracts, fiduciary matters, and trust, estate, and probate law, along with the ability to translate complex concepts into clear, accessible information for diverse audiences, build relationships, and engage stakeholders across the organization. ***Support a dynamic retirement system for one of the nation's largest cities; apply today!***



**City of Phoenix**



# THE COMMUNITY

**P**HOENIX, ARIZONA IS THE 5<sup>TH</sup> LARGEST CITY IN THE US, with a population of about 1.7 million – and has forecasted growth over the next decade. Living and working in Phoenix offers a unique blend of vibrant culture, stunning natural landscapes, and thriving economic opportunities. Located in the heart of the Sonoran Desert, Phoenix boasts over 300 days of sunshine each year, providing ample opportunities for outdoor recreation and exploration. From hiking picturesque trails to enjoying world-class golf courses, residents of the Phoenix area can indulge in a diverse array of activities year-round. With its abundance of amenities, diverse neighborhoods, and renowned culinary scene, Phoenix provides a welcoming and vibrant environment for individuals and families alike. The vibrant arts scene, bustling downtown district, and serene desert landscapes make the City a unique and enriching place to live, work, and play.

# THE ORGANIZATION

**T**HE CITY OF PHOENIX, ARIZONA OPERATES WITH A COUNCIL/MANAGER form of government and is the largest city in the nation to do so. The City Manager reports to the Phoenix City Council which is comprised of a Mayor and eight Council members. Each council member is elected by the people from a represented council district for a four-year term. The Mayor is elected at-large. With more than 14,000 full-time staff and an FY 2025-2026 budget of \$7.8 billion to include \$4.9 billion in General and Special Revenue Funds and \$2.9 billion in Enterprise Funds, the City strives to improve the quality of life in Phoenix through efficient delivery of outstanding public services.

[LEARN MORE ABOUT THE CITY](#)



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## THE LAW DEPARTMENT & THE RETIREMENT OFFICE

**W**HILE THE PENSION ATTORNEY IS OFFICIALLY EMPLOYED by the [City Attorney's Office \(Civil Division\)](#) within the Law Department, they serve as dedicated counsel to the City's Retirement Office, as well as to the Retirement Board, the Employee's Deferred Compensation (DCP) Board, and the PEHP Board.

[CLICK  
LINK](#)

The Retirement Board was established by City Charter and is comprised of nine members, including four ex-officio members and five elected members (three City employees, one citizen, and one retiree). COPERS is a single-employer, defined benefit pension plan established by the City Charter. Its purpose is to provide retirement, disability retirement and survivor benefits for its members. COPERS is a \$4.3 billion public retirement system for non-uniformed City of Phoenix employees, with an active membership of approximately 9,600 employees and retired membership of approximately 9,000.

The DCP and PEHP plans are comprised of nine members, including provide alternative retirement and long-term health savings accounts for over 30,000 current and past employees, and their beneficiaries. Combined, the DCP and PEHP plans manage over \$4 billion on additional retirement savings. The PEHP is the largest such government plan in the United States.

[LEARN MORE ABOUT THE  
RETIREMENT OFFICE](#)



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BUTTON

# THE POSITION

**T**HE PENSION ATTORNEY SERVES AS COUNSEL to the City's Retirement Board, DCP/PEHP Boards, and the Retirement Office, providing legal advice, transactional services and litigation oversight to support the long-term financial health, sustainability, and compliance of the City's pension and deferred compensation programs. This involves managing a highly specialized portfolio that includes review of complex investment contracts, procurement support, advising on estate, trust, and probate issues, assisting in the negotiation of professional service contracts, and ensuring compliance with federal and state laws and regulations. The Pension Attorney also attends board meetings and advises the Office broadly on municipal law including open meeting and public records laws, ethics, and City policy.

The Pension Attorney reports formally to the Assistant Chief Counsel of the Employment Law Section of the Law Department's Civil Division (City Attorney's Office); however, they receive day-to-day direction from the Pension Program Administrator and collaborate closely with Retirement Office staff. They may also oversee the work of outside counsel. Operating with a high degree of independence, this position supports informed decision-making and ensures the integrity of the City's pension system as its sole dedicated pension legal expert.



# THE IDEAL CANDIDATE

**T**HE IDEAL CANDIDATE IS A seasoned municipal law or civil attorney with prior experience working with public pension systems. They bring a high degree of comfort with contracts and transactional work, supported by a solid understanding of fiduciary responsibilities and trust, estate, and probate matters. A collaborative and client-oriented professional, the Pension Attorney is comfortable engaging with executive leadership and employees across the organization, advising appointed and elected officials, and synthesizing complex legal matters in a clear and accessible manner for diverse audiences.

The successful candidate demonstrates flexibility and the ability to navigate shifting priorities, and thrives in a dynamic environment. Solution-oriented and pragmatic, they approach challenges with creativity while operating within legal parameters. The ideal Pension Attorney is an effective communicator, comfortable presenting information, advising decision-makers, and communicating across all levels of the organization. With a strong understanding of their role as a legal advisor, they provide thoughtful guidance that supports informed decision-making and aligns with the City's goals and values.

## The ideal candidate will demonstrate the following core competencies:

**Active Listening:** Demonstrates strong listening skills to understand client needs, ask thoughtful questions, and provide informed, responsive legal guidance.

**Communication:** Conveys complex legal concepts clearly and effectively to diverse audiences, including boards, executives, and non-legal stakeholders.

**Customer Orientation:** Provides responsive, client-focused legal support, aligning advice with organizational needs and delivering practical, solutions-oriented guidance.

**Political Acumen & Relationship Building:** Navigates a public-sector environment with professionalism and sound judgment, building strong relationships with boards, leadership, and stakeholders to support effective decision-making.



# MINIMUM QUALIFICATIONS

**Education:** Juris Doctor from an accredited school of law.

**State Bar Licensure:** Admission to the State Bar of Arizona (or from a state with Arizona bar reciprocity). Preference will be given to candidates with Arizona Bar admission or those already in the reciprocity process.

*Note: please include your Arizona State Bar license number on resume or cover letter, or other state bar license numbers if applicable.*

**Experience:** Four years of experience as a practicing civil or criminal attorney, including experience in the practice of municipal law; the review, negotiation, and drafting of contracts or other primary responsibility for participation in transactional work; significant client contact; primary responsibility for civil litigation, pleading and motion-practice; and one year of government law practice; and a working knowledge of the legal subject matter involved with the department to which assignment will be made.

- Other combinations of experience and education that meet the minimum requirements may be substituted.

## UPCOMING PROJECTS & OPPORTUNITIES

### UPCOMING RFPS & PROCUREMENT SUPPORT.

Provide legal oversight for major procurements of outsourced professional services, including real estate investment consulting, legal counsel, actuarial services, and independent medical evaluations, with significant contract renewals anticipated in 2027.

**REGULATORY COMPLIANCE.** Lead efforts to complete compliance with the SECURE 2.0 Act and other applicable regulatory requirements.



# SALARY & BENEFITS

This position will receive an annual salary of **\$126,734–\$168,272 DOE/DOQ\***, **PLUS** a comprehensive benefits package that includes:

- Traditional pension with employer and employee contributions: **click here for more details**
- 401(a) and 457 plans with employer contributions: the City contributes 9% of salary into 457/401(a) plans with no employee match required
- Choice of generous medical HMO, PPO, or HSA/HDHP plans
- Medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan
- Wellness incentive of up to \$720 annually
- Dental, vision, and life insurance options
- Employer paid long-term disability
- \$4,200/annual car allowance and \$1,440/annual cell phone allowance.
- Free Bus/light rail pass
- Tuition reimbursement program up to \$6,500 per year
- Paid time off includes 13.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days
- Paid Parental Leave for eligible employees up to 480 hours (12 weeks) of paid leave for the birth, adoption, or foster care placement of a child during a 12-month period
- Federal Student Loan Forgiveness offered through **Savi**
- **Work Schedule:** Following six weeks of successful onboarding, the incumbent will have the ability to work four days per week remote with one day in the office subject to client and City needs. The incumbent must reside within a commutable distance to City Hall.

CLICK LINKS

MIDDLE  
MANAGER  
BENEFITS



## HOW *to* APPLY

For first consideration, apply by **JUNE 18** at:

WBCP JOB BOARD



Submission of a resume is required, cover letter optional but encouraged. Please include your AZ or other applicable state bar number(s) on your resume. Interviews with top candidates are anticipated to take place in **LATE JULY**.

**QUESTIONS?** Please contact your recruiter, **Lauren Gerson-Greene**, with any inquiries:

**866.929.WBCP (9227)** toll-free

**541.664.0376** direct

**lauren@wbcpsc.com**



City of Phoenix