



OFFICE OF THE ATTORNEY GENERAL
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT
Division Chief
Civil Rights Division

Posting Date: May 9, 2023 **Closing Date:** May 26, 2023

Job Title: Division Chief **Position Type:** Regular Full Time

Salary: \$134,098 – \$165,780. The salary range is based on a multitude of factors including applicable personnel rules, regulations and guidelines.

Location: Office of the Attorney General, 200 St. Paul Place, Baltimore, Maryland

Telework Status: A hybrid remote telework and in-office schedule option is available per applicable policies and procedures.

DESCRIPTION: The Attorney General is the chief legal officer of the State of Maryland. The Office of the Attorney General (OAG) has the general charge, supervision, and direction of the legal business of the State, acting as legal advisors and representatives of the major agencies, various boards, commissions, officials and institutions of State Government. As Maryland's 47th Attorney General, Anthony G. Brown, leads the Office with a key focus on equity, justice, and fairness.

OAG is seeking applicants for the Chief of the newly created Civil Rights Division. In April 2023, the Maryland General Assembly passed legislation empowering the Attorney General to enforce federal and state civil rights laws, including laws outlawing discrimination in housing, lending, employment, commercial transactions, and public accommodation. The Civil Rights Division will be dedicated to investigating, filing, and litigating claims under this new authority.

This first-of-its kind position will present an exciting opportunity to build the Division from inception. The Chief will oversee the enforcement efforts of the Civil Rights Division – supervising all investigations and Division personnel, using best practices and sound legal judgment. Initial responsibilities will include hiring a team of experienced attorneys and investigators, as well as shaping the policies and protocols of the Division. As the Division's work progresses, the Chief will develop and maintain enforcement priorities, conduct and supervise legal research, create an operational system for investigating and tracking claims, oversee the resulting investigations,

initiate and maintain civil actions, and enter into and monitor settlement agreements. Additionally, the Chief will maintain communication with external stakeholders and partners, and work cooperatively with other OAG Divisions. Finally, the Chief will work collaboratively with the Maryland Commission for Civil Rights in developing regulations, memoranda of understanding, and deconfliction protocols to enable seamless collaboration and cooperation.

EXPERIENCE: The ideal candidate will have a minimum of seven years of experience and admission to the Maryland Bar or the eligibility to waive in immediately. That experience should include both robust litigation practice and strong familiarity with civil rights laws. Experience with developing complex, affirmative investigations is essential, along with excellent writing and investigative skills. The Chief will need management experience, as well as experience initiating and leading large projects. The Chief must have excellent communication, time-management, and interpersonal-relationship skills. On an as-needed basis, the Chief will be required to work outside of normal business hours and to travel throughout the State.

EMPLOYMENT BENEFITS: The successful candidate will be eligible for subsidized health benefits (medical, prescription, dental and vision coverage) and life insurance; leave, including annual (vacation), personal, sick, and paid parental leave; and will be eligible for participation in a contributory defined benefit pension plan in which they are vested after ten years. State employees are eligible to participate in two supplemental retirement plans: the 457 Deferred Compensation Plan and the 401 (k) Savings and Investment Plan. The State also offers a free mass transit benefit for local bus and express bus services.

EQUAL OPPORTUNITY EMPLOYER: The Office of the Attorney General is an equal opportunity employer that encourages all interested persons to apply regardless of race, color, religion or belief, ancestry, national origin, age, marital status, sexual orientation, gender identity and/or expression, disability, pregnancy, family or parental status, veteran status, genetic information, or any protected category prohibited by local, state or federal laws.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND BELONGING: The Office of the Attorney General views equity, diversity, inclusion, and belonging as the pathway to achieving professional excellence and fostering and maintaining a culture where every employee can thrive. We strive to create a community that draws upon the best pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values. We honor, respect, and celebrate all differences, both visible and invisible, and are committed to recruiting, retaining, and promoting individuals who have historically been underrepresented in the practice of law and professional careers.

SUBMISSION: Interested persons should submit a resume, cover letter, and writing sample (no more than 10 pages) via email to: Christian Barrera, Chief Operating Officer, at Cbarrera@oag.state.md.us by close of business on Friday, May 26, 2023. **Please write “Civil Rights Division Chief Application” in the subject line.**