Job Overview:
The Tennessee Department of Health is seeking an experienced attorney to serve as Senior Associate General Counsel. The position reports directly to the Deputy General Counsel. Primary job responsibilities include advising on human resources and risk management matters and providing legal representation in administrative hearings, advising the Office of Vital Records and Vital Statistics, advising other Department programs, as assigned, completing rulemaking projects, and analyzing legislation; and advising on special projects. HIPAA experience preferred.

Key responsibilities:
• Provide legal support to the Office of Human Resources, to include advising on matters with respect to preferred service employees, executive service employees, and contractors.
• Represent the Department before the Human Rights Commission, Equal Employment Opportunity Commission, and Board of Appeals.
• Provide legal support to the Office of Vital Records, to include advising on surrogacies, amendments to vital records, delayed birth certificates, disclosure of records, and litigation with the Attorney General’s Office.
• Provide legal support to the Office of Compliance & Ethics, to include advising on internal investigations and audits.
• Provide legal support to other programs within the Department, to include guidance on compliance with public health laws and regulations.
• Work cooperatively with department programs, counsel, and administrative staff for health-related boards and other state agencies.
• Promulgate rules for programs within the Department.
• Conduct bill analysis of legislation, as assigned.
• Complete special projects as assigned by the General Counsel and Deputy General Counsel.

Minimum qualifications:
The ideal candidate should have familiarity with the State's laws and regulations with respect to human resources and employment matters, ability to manage and prioritize a large volume of work, excellent verbal and written communication skills, familiarity with the rulemaking processes, and collaborate and work in a team environment.

Education requirements: JD, admitted to TN Bar with a license in good standing, at least 4 years of relevant experience.
Senior Associate General Counsel
Davidson County Central Office

Benefits:
• 12 paid holidays
• Health, dental, vision, life, disability, and flexible benefits
• Paid vacation and sick leave
• Pension and 401(k) options
• Employee discount program and more!
• More information on benefits can be found at https://www.tn.gov/hr/employees1/benefits.html

To Apply: Please submit a writing sample with your application. We are interested in reviewing a legal writing sample, less than 10 pages, demonstrating your legal analysis and writing skills. (i.e. memorandum or brief).

Pursuant to the State of Tennessee’s Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State’s policy to provide an environment free of discrimination and harassment of an individual because of that person’s race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran’s status, or any other category protected by state and/or federal civil rights laws.