

**BOARD OF DIRECTORS:****LEE CARUANA**
PRESIDENT**TOMAS SALAZAR**
VICE PRESIDENT**LANCE PYLE**
SECRETARY**NEIL KUEFFER**
EXECUTIVE DIRECTOR**NMRHCA GENERAL COUNSEL**

The New Mexico Retiree Health Care Authority (NMRHCA), an independent statutory agency of the State of New Mexico is recruiting for the position of **GENERAL COUNSEL**. NMRHCA has over 65,000 members and over 93,000 active employees contributing to the program with the expectation of future benefits.

General Counsel Summary

The General Counsel (GC) position is responsible for implementing, maintaining, and protecting NMRHCA's legal posture and interests within the scope established by NM Statute, NMRHCA's Board of Directors, and NMRHCA's Executive Director. This position serves as a member of the leadership team, providing expertise and experience to the NMRHCA policy and decision-making process. The General Counsel position is an exempt employment position which is on at-will basis.

IDEAL CANDIDATE

NMRHCA seeks an experienced attorney who thrives in a hands-on and collaborative environment to be the next General Counsel. The ideal candidate must have the confidence, exceptional communication, and interpersonal skills to educate and advise the Board, Executive Director, and others on complex legal and regulatory matters related to health care policies and Other Postemployment Benefits. Our ideal candidate will be committed to upholding fiduciary duty to our members and beneficiaries of NMRHCA. This person will be able to hit the ground running and quickly gain the confidence and respect of the Board and staff. In addition, this person will have experience advising public agencies and understand that legal opinions must be able to be implemented within the administrative realities the agency operates in.

ESSENTIAL FUNCTIONS

- Provides legal advice to Executive management and others regarding proposals or anticipated actions
- Oversees coordination of legal activity performed by outside counsel and the Attorney General's Office
- Monitors issues of fiduciary responsibilities of the Board and staff
- Coordinates issues relating to NMRHCA benefits
- Coordinates issues stemming from NMRHCA administration (contract, personnel, general liability, etc.)
- Oversee legal work done in connection with NMRHCA investments and policy
- Ensure compliance with federal and state laws, rules, and regulations
- Provides oversight and direction to leadership regarding NMRHCA's Governance Manual and compliance matters including working with third party partners
- Assists the Executive Director in legislative issues
- Assists the Executive Director and Board of Directors in the long-range strategic planning process
- Demonstrates leadership and management capabilities to manage processes

- Carries out other duties as assigned
- Develop and compose rule changes and draft statutory changes as needed
- Draft up responses to member appeals

QUALIFICATIONS

- Juris Doctorate and license to practice in the State of New Mexico or the ability to obtain a license within 6 months
- Five+ years of professional work experience, preferably in the areas of retiree health plans, administrative proceedings, litigation, investments, taxes, insurance, contracts, and labor law
- Experience working closely with a governing board
- Experience in interpreting current and proposed state and federal laws
- Experience in lobbying at the state level is preferred
- Strong analytical and organizational skills
- Strong interpersonal skills
- Excellent oral and written communication skills

WORKING CONDITIONS

- Ability to travel as necessary

COMPENSATION

NMRHCA will offer the successful candidate a competitive base salary dependent on experience and qualifications. NMRHCA offers a comprehensive benefits package including health, dental, and life insurance; annual and sick leave policy and other benefits that are available to State of New Mexico employees. All the NMRHCA employees contribute towards a defined benefit retirement plan, retiree health plan, and can elect to participate in a voluntary deferred compensation plan.

APPLICATION PROCESS

- Please send a current resume and cover letter by 5:00 p.m. (MST) Friday, September 18, 2026 to:

Jessica Trujillo, HR Manager

E-mail address: JessicaA.Trujillo@pera.nm.gov