

# Tobacco Policy and Control Public Policy Attorney

**ORGANIZATIONAL APPOINTMENT:** Health Commissioner's Office, Philadelphia Department of Public Health.

**NUMBER OF POSITIONS:** 1

**GENERAL POSITION DESCRIPTION:** This is full-time work analyzing, monitoring, critiquing, and writing regulations, legislation, and policies to reduce the availability of tobacco products, protect non-smokers from secondhand smoke, and minimize or remove tobacco advertising. This includes monitoring local, state, regional, and federal legislation and regulatory initiatives; developing position statements and strategies to respond to and influence key legislation and regulatory initiatives; and drafting new local and state legislation and regulations. Specific areas of policy and law may include: restricting the sale of tobacco products in certain locations; changing the way tobacco products are displayed; raising the price of tobacco products; and prohibiting the use of tobacco products in specified outdoor areas and multi-unit dwellings. This position reports to the Tobacco Policy and Control Program Director.

## **SPECIFIC ACTIVITIES**

The Tobacco Policy and Control Public Policy Attorney will accomplish the following:

- Advises departmental personnel on all legislative and regulatory matters governing the area of tobacco.
- Monitors federal, state, regional, and local governments for legislative and regulatory initiatives relating to tobacco.
- Reviews and critiques reports, speeches, administrative statements, and testimony for department officials.
- Prepares written or oral reports interpreting and detailing relevant legislative and regulatory developments for departmental review.
- Drafts local government legislation in the interest of the Department and supervises its introduction and passage in City Council.
- Develops the Department's policy and prepares position papers and recommends effective strategies on key legislation and regulations at the state, federal, regional, and local levels.
- Represents the Department's position as a member of national and state industry and intra-governmental groups, as requested by the Commissioner.
- Establishes and builds communications and working relationships with members of City Council, the Pennsylvania Legislature, Congress, other officials, and lobbying agencies at the federal, state, regional, and local governmental levels.
- Conducts regular briefings for legislators and their staff on issues of importance to the Department.
- Provides similar liaison with interagency and community groups explaining the Department's legislative programs and objectives; establishes and maintains working relationships with state and federal regulatory agencies.
- Coordinates the presentation of current and proposed departmental plans, operations, and policies to advisory groups and community coalitions.
- Performs related work as required.

## **REQUIRED QUALIFICATIONS**

- J.D. Degree (Bar passage from any state is acceptable.).
- Minimum three years as practicing attorney (five years or more preferred).
- Prior experience with public policy development and/or policy advocacy required.
- Background or experience with tobacco and other public health legal/policy issues strongly preferred.

## **RESIDENCE REQUIREMENT**

- Must establish his or her bona fide residence in Philadelphia within six (6) months of his or her appointment, and must thereafter maintain bona fide residence in Philadelphia.

## **SALARY**

- Salary range is \$75,000 – \$85,000, and is commensurate with experience and qualifications.
- This is a temporary two-year position contingent on the availability of continued grant funding.

**QUALIFIED APPLICANTS:** If you are interested in applying for this position, please contact Health Commissioner's Office Representative, Sandra Greene at: [Sandra.Greene@phila.gov](mailto:Sandra.Greene@phila.gov). The position will start approximately February 26, 2010 and is contingent upon our receiving grant funding from the CDC, which will be announced in late January 2010.