

POSITION DESCRIPTION



MAJOR, LINDSEY & AFRICA | 106 ALLEN ROAD, SUITE 403, BASKING RIDGE, NJ 07920 | 908.991.4420

March 2020

Conduent Incorporated

100 Campus Dr #200

Florham Park, NJ 07932

<https://www.conduent.com/>

NASDAQ:CNDT

Conduent Incorporated (“Conduent” or “Company”) has retained Major, Lindsey & Africa on an exclusive basis to conduct a search for a Head of Litigation to be located in Florham Park, NJ. Conduent is an equal opportunity employer. Interested candidates please respond to the MLA recruiter who contacted you about this search or submit your resume (in MS Word) to Lee Udelsman and Elizabeth Long at ConduentHOL@mlaglobal.com. Please do not contact Conduent directly; all resumes sent to Conduent will be routed to MLA for handling and will create delays.

Summary Description: Head of Litigation

Overview:

The Head of Litigation will report to the EVP, General Counsel and Secretary, and will be a key member of the Legal and Compliance Leadership Team. The Position will be responsible for devising and setting case strategy and managing outside counsel on existing and new non-employment litigation, providing legal counsel to colleagues at all levels of the organization relating to potential and actual disputes, drafting company policies, and providing general legal advice to Legal and Compliance Department colleagues and functional support groups. This position will be responsible for supervising a team of three attorneys and one paralegal.

Company:

Conduent delivers mission-critical services and solutions on behalf of businesses and governments – creating exceptional outcomes for its clients and the millions of people who count on them. Through people, process and technology, Conduent solutions and services automate workflows, improve efficiencies, reduce costs and enable revenue growth. It’s why most Fortune 100 companies and over 500 government entities depend on Conduent every day to manage their essential interactions and move their operations forward. Conduent has revenues of approximately \$4.2B and 68,000 employees worldwide. The legal department at Conduent has approximately 40 attorneys in various locations.

Compensation:

A competitive compensation package consisting of base, bonus and equity will be offered for this position, consistent with the candidate’s level of experience.

Experience:

15+ years of experience as an attorney with a mix of top law firm experience and/or as an in-house counsel in a publicly-traded corporation. Successful candidates will have advanced experience handling complex litigation in all forums, including trial experience. The expectation is that the successful candidate will create and/or improve existing litigation processes, with emphasis on early case resolution, formulate and execute effective strategies to sustain excellence, reduce risks, and apply consistency throughout the Company's litigation function. Candidates must exercise initiative and possess a strong business acumen, attention to detail, excellent communication skills and the ability to engage personnel across all levels of the Company.

Relocation:

Local/regional candidates preferred.

Bar Admission:

Admitted and in good standing to the Bar of at least one state, with the ability to obtain a limited license to practice law in New Jersey as in-house counsel if the rules of professional responsibility so require.

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Conduent's differentiated services and solutions improve experiences for millions of people every day, including two-thirds of all insured patients in the U.S., 10 million employees who use its HR Services, and nearly nine million people who travel through toll systems daily. Conduent's solutions deliver exceptional outcomes for its clients including \$16 billion in medical bill savings, up to 40% efficiency increase in HR operations, and up to 40% improvement in processing costs, while driving higher end-user satisfaction. Learn more at www.conduent.com.

Position Overview

The Head of Litigation will report to the EVP, General Counsel and Secretary and will be a key member of the Legal and Compliance Leadership Team. The Position will be responsible for devising and setting case strategy and managing outside counsel on existing and new non-employment litigation, providing legal counsel to colleagues at all levels relating to potential and actual disputes, drafting company policies, and providing general legal advice to Legal and Compliance Department colleagues and functional support groups. This position will be responsible for supervising a team of three attorneys and one paralegal.

The Legal and Compliance Department is built upon four guiding principles: providing timely and action-oriented internal client service to our colleagues, producing the highest quality work, protecting Conduent, and understanding the big picture. Embracing these principles is a necessary element to succeed in the position. Doing the right thing and leading others to do the right thing is critical.

Key Responsibilities

- Analyzing existing and new non-employment litigation to propose effective and thoughtful strategy to senior leadership.
- Managing and supervising outside counsel, including litigation budgets and related expenditures, and a small internal team to effectively and efficiently execute the litigation strategy.
- Providing legal counsel to many colleagues, at all levels, related to potential disputes and actual disputes.
- Assisting in drafting company policies.
- Collaborating closely with other Legal and Compliance Department colleagues and functional support groups to provide general legal advice and counsel.
- Acting on behalf of the General Counsel as directed by the General Counsel.
- Facilitating and coordinating production of discovery documents and electronically stored information, including remaining current on use of electronic discovery services and other litigation tools to efficiently manage claims and cases.
- Serving as liaison between internal business personnel and external counsel for purposes of defending and/or prosecuting litigation including witness preparation and background investigations.
- Coordinating and handling litigation reporting and public litigation disclosure and ensuring quality and consistency of reporting.
- Tracking and advising senior management on claims and litigation developments, exposures, and strategies for minimizing adverse consequences from disputes.
- Monitoring legislative developments and trends and, as a result, proactively shaping Conduent's litigation function and litigation governance.
- Enhancing the legal department's effectiveness through active participation in staff meetings and trainings, and maintaining positive interaction with corporate and business clients.

Qualifications & Skills

- JD from a nationally recognized law school and admitted and in good standing to the Bar of at least one state, with the ability to obtain a limited license to practice law in New Jersey as in-house counsel if the rules of professional responsibility so require.
- 15+ years of experience as an attorney with a mix of top law firm experience and/or as an in-house counsel in a publicly-traded corporation.
- Demonstrated and advanced knowledge and understanding of complex litigation practice and strategy, preferably in an in-house environment.
- Proactive team player who partners effectively with clients in a collaborative environment to achieve stated business objectives while minimizing risks.
- Self-starter with a sense of urgency, ability to prioritize, handle unanticipated situations effectively and work well under pressure in a dynamic and demanding environment.

- Excellent written and oral communication skills, including the ability to convert complex legal concepts into useful business guidance.
- Commitment to the highest standards of ethical conduct.
- Positive attitude.
- Ability to handle confidential and sensitive legal matters, analyze a situation, identify issues and propose practical solutions.
- Ability to travel on occasion as the business necessitates.

About the General Counsel

Michael Krawitz is responsible for overseeing Conduent's Global Legal, Compliance and Regulatory groups. He also manages corporate governance, ethics, government affairs and philanthropic initiatives. A seasoned legal executive, Michael has more than 20 years of experience serving large-scale multinational companies. He has extensive knowledge in all areas of legal management, including M&A, corporate governance and compliance, matters relating to boards of directors, securities offerings, financings and other negotiated transactions, and management of in-house legal functions.

Michael joined Conduent from York Risk Services, where he served as General Counsel and Corporate Secretary. During his four-year tenure at York, Michael oversaw the organization's legal affairs and drove operational agility, responsiveness and process improvements across the department and worked extensively with York's board and private equity owners.

Prior to York, Michael served as general counsel for companies across several industry sectors, including finance and technology. He has also served on the board for Positive ID Corporation, a leading biological detection and diagnostic solutions firm serving the defense and healthcare market.

Michael earned his B.A. in Economics and in Government from Cornell and a J.D. from Harvard Law School.

Process

Submit a resume in Microsoft Word format with a letter describing your interest and relevant skills addressed to:

Lee Udelsman
Managing Partner
ConduentHOL@mlaglobal.com

Elizabeth Long
Managing Director
ConduentHOL@mlaglobal.com

No calls please. You may be required to complete additional documents to be considered for this position.