

SACRAMENTOCITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant In-House Legal Counsel	CLASSIFICATION:	Non-Represented Management - Classified
SERIES:	Manager III	FLSA:	Exempt
JOB CLASS CODE:	9814	WORK YEAR:	12 Months
DEPARTMENT:	Legal Services	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	In-House Legal Counsel	HR APPROVAL:	11/18/2021
		CABINET APPROVAL:	11/10/2021

BASIC FUNCTION:

Plan, organize, control, and manage the daily operations and assigned functions of the Legal Services Department. Coordinate and provide technical expertise, information, assistance, and recommendations to management and site administrators regarding legal issues. Interpret and provide guidance regarding Board policies, administrative regulations, collective bargaining agreements, and state and federal laws and regulations. Assist and act as liaison between outside legal counsel and the District for the efficient delivery of legal services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Develop, implement, and manage internal and external procedures to assure smooth and efficient delivery of services. **E**

Conduct research and analyze data to provide and coordinate recommendations to District administrators concerning legal issues, Board policies, administrative regulations, collective bargaining agreements, the Education Code, Brown Act, Fair Political Practices, Government Code, and other state and federal laws and regulations. **E**

Communicate and collaborate with administrators, District personnel, outside legal counsel, investigators, and State agency personnel to coordinate activities of the department, resolve issues and conflicts, and exchange information; and model District standards of ethics and professionalism. **E**

Serve as the District liaison between outside legal counsel and District departments; and local, regional, state, and federal agencies as assigned. **E**

Assist legal counsel in Administrative Hearings as needed. **E**

Act, when assigned, as alternate Compliance Officer for Uniform Complaint Procedure complaints and as an officer for discipline proceedings. **E**Draft legal documents, policies, rules and regulations, and board resolutions. **E**

Attend and provide legal advice and counsel for internal administrative meetings, and board meetings, as needed. **E**

Advise on civil rights issues related to student speech, student searches, student attire, related discipline, Title IX and equity, and other related issues. **E**

Advise on and preparing responses to complaints and appeals filed by parents and Office of Civil Rights (OCR) and California Department of Education (CDE) investigations. **E**

Advise on issues of pupil records privacy and access, subpoenas, etc. **E**

Advise school sites on variety of issues, including issues of child custody conflicts and abuse reporting responsibilities, and withdrawal of consent letters. **E**

Advise on issues of Special Education, Student Health and Services, including 504 Plan issues, Residency issues, and Homeless and Foster Youth issues. **E**

Draft, negotiate, and review contracts and memoranda of understanding (MOU's). **E**

Advise on Human Resources related matters including discipline, investigations, and collective bargaining agreements, NUC/NUP letters, DFEH/EEOC complaints, and ADA related issues. **E**

Advise on Charter School matters, including Petitions, renewals, and MOU, FUA analysis. **E**

Oversee and perform complex-level duties in investigation, initiation of actions, discovery, document production, depositions, briefing, settlement, trial, and general business law administration. **E**

Maintain legal library with current law and resources. **E**

Manage receipt and processing of subpoenas and summons. **E**

Attend Board of Education meetings when necessary. **E**

Serve as the District's Filing Official/ Officer for Fair Political Practice Commission filings. Monitor and maintain the list of the District's designated filers of the Form 700, "Statement of Economic Interest" and maintain the District's Conflict of Interest Code, BB 9270. **E**

Work on special projects and conduct research; attend to administrative details on special matters as assigned; and manage various ongoing projects and legal matters including data collection, preparation of reports, conducting data analyses, and the interpretation of findings. **E**

Manage responses to Public Records Act requests for public information. **E**

Monitor, prepare, and submit quarterly lobbying reports to the Secretary of State's office. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; and assemble confidential and sensitive information related to labor relations and negotiations. **E**

Assist in the preparation and development of the department's annual budget; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Attend workshops, trainings, conferences, and study legal journals and publications to remain current with the latest revisions to laws and regulations. **E**

Work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Legal Services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association, active member in good standing of the State Bar of California, and three years increasingly responsible experience working in a school district or a law firm that provides legal services to school districts. Preference will be given for coursework in educational laws and regulations, administrative laws and regulations, labor laws and regulations, or public agency administration.

LICENSES AND OTHER REQUIREMENTS:

California Bar Membership (Active); valid California driver's license; and provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California judicial procedures.

Computerized case management system(s).

Investigation techniques and procedures.

Legal management practices, such as discovery, document production, depositions, briefing, and trial procedures.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, procedures, and objectives.

Bargaining unit agreements, labor relations, and negotiations.

Research methods and report writing techniques.

Budget preparation and control.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer, related software, scanners, and standard office equipment.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

ABILITY TO:

Understand, analyze and interpret Board policies and regulations, and state and federal laws and regulations.

Manage multiple priorities simultaneously with highly developed organizational skills and attention to detail.

Research, analyze, compile, and verify data, and prepare reports.

Exercise analytical and independent judgment.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and deadlines.

Work confidentially with discretion, and complete work with many interruptions.

Communicate effectively, both orally and in writing.
Establish and maintain effective working relationships with management, site administrators, staff and the public.
Train and supervise the performance of assigned staff.
Prepare and deliver presentations and trainings.
Compose correspondence and written materials independently.
Operate a computer, related software, scanners, and standard office equipment.
Lift light objects according to safety regulations.
Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read various documents and reports; view a computer monitor; sit for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally, to retrieve and store files from cabinets and shelves; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS:

Management employees purchase a portion of their health benefits with District-offered plans.