

ASSOCIATE GENERAL COUNSEL II

DEFINITION

Supervises and gives work direction to a legal team and support staff in specific areas of legal interest.

TYPICAL DUTIES

Acts as the chief legal counsel or labor negotiator over a specific area(s) of practice for the District. Directs, coordinates, and supervises the legal work of a team of lawyers, labor negotiators, paralegals, support staff, and outside counsel.

Provides legal advice on complicated, high profile, or high exposure matters, including on labor contracts, to Board Members, the Superintendent, and senior management.

Coordinates legal work with and provides legal advice to client organizational units of the District.

Develops a strategic plan for the client unit to ensure timely, complete provision of legal advice; reduce legal costs and amounts of legal judgments or settlements; and maximize opportunities for a unit.

Devises and implements overall legal strategies for client units.

Provides training and evaluates team members.

Assists in the planning and development of legal policy and office procedures and processes.

Assists division administrators with the administration of a division legal budget.

Responds to directives.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Associate General Counsel II provides supervision to a team of lawyers, paralegals, and support staff in specific areas of legal interest.

An Associate General Counsel I has primary responsibility to provide senior management with a high-level of legal expertise in a specialized area of law; handle complex, high profile, and exposure litigation; and act as Associate General Counsel II in his/her absence.

SUPERVISION

General direction is received from the General Counsel. General supervision is exercised over Associate General Counsel I's, Assistant General Counsels, labor negotiators, support staff, and other administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

Labor Relations: general knowledge of California public sector labor relations, including bargaining, Educational Employment Relations Act (EERA), and Public Employment Relations Board (PERB) regulations and decisions

Provisions of the Education Code, Government Code, California Code of Civil Procedure, and other laws, rules, and regulations related to the activities of the Office of the General Counsel

Administrative organization of the Los Angeles Unified School District
Basic concepts and applications of data processing systems
Principles of public relations
Principles of training, employee evaluation, employee relations, and progressive discipline
Methods of legal research and computer and legal software applications
Expert knowledge of litigation processes and specific area(s) of the law
Alternative dispute resolution mechanisms and other forms of informal dispute resolution
Specific areas of legal interest such as:
Facilities: access compliance of facilities for people with disabilities, charter schools, Proposition 39 compliance, construction, eminent domain; energy, environmental, labor compliance, land use, project labor agreements, real estate, and facilities-related litigation
Business Services: commercial contracts; government contracts; intellectual property; electronic commerce; torts; worker's compensation; risk management
Labor and Employment: Title VII; California Fair Employment and Housing Act; Age Discrimination in Employment Act; Americans with Disabilities Act; labor code; labor law; civil rights; Government and Education Code sections on labor
Education Legal Services: Education Code (generally); Federal education law; ethics; First Amendment; Fourth Amendment; criminal law; family law; privacy law; federal and State law regarding education of children with disabilities and background in litigation regarding the same; charter school legal guidelines and requirements; personnel and dismissal matters
Government Relations: general background in State and federal legislative and administrative process; legislative drafting; federal and State provisions for funding K-12 schools, including construction and categorical programs and grants; constitutional law; District bulletins and policies; Board rules; current District consent decrees and related implementation plans; Brown Act; Public Records Act

Ability to:

Manage a team of legal staff and other administrative staff, including overseeing the legal work of outside counsel
Administer and track the budget of the team
Interact, effectively communicate with, and provide recommendations to the Superintendent, senior management staff, and other District employees on legal issues within the team's area of expertise
Manage and prioritize a high workload and multiple tasks, and make immediate decisions
Exercise tact and judgment in explaining and implementing complex rules, procedures, and programs in a wide variety of contexts
Demonstrate strong leadership skills
Work effectively with legal and non-legal staff, outside legal counsel, the media, the community, and other stakeholders
Lead and facilitate group processes, including consensus building and resolution of conflict
Train legal staff
Organize work and paper flow effectively and efficiently
Demonstrate strong research and writing skills
Demonstrate computer literacy
Understand and administer a budget
Understand broad concepts and integrate legal input into major District policy decisions
Develop and maintain good relationships with clients, District personnel, and outside counsel
Develop trust and confidence of clients

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree and a Juris Doctor (J.D.) degree from an American Bar Association (ABA) accredited institution or an institution accredited by the Committee of Bar Examiners of the State Bar of California; a J.D. degree from an ABA accredited institution is preferred.

Experience:

Eight years of experience as a practicing member of the Bar.

Special:

Authorization to practice law in California by the California State Bar Association.
A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-15-18
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Updated
11-05-25
Transportation
Language Only