

ASSOCIATE GENERAL COUNSEL I

DEFINITION

Handles high level litigation and has primary responsibility to confer with and provide senior management with legal expertise in specialized areas of law, provides legal advice, and assists management in evaluating options and lawful actions.

TYPICAL DUTIES

Litigates on behalf of the District in high level and sophisticated matters in court and in administrative agencies, and oversees outside counsel in such matters.
Reviews and recommends assignments of legal work to Assistant General Counsels.
Assists in the tracking of litigation, settlements, results, expenditures, and other legal data.
Negotiates, drafts, and revises proposed legislation and advocates for such legislation that is in the best interest of the District.
Coordinates, prioritizes, and schedules legal work with and provides legal advice to client organizational units of the District.
Develops strategic plan for the client units that integrate multiple areas of practice to ensure timely and complete provision of legal advice, reduce legal costs and amounts of legal judgments or settlements, and maximize opportunities for a client organizational unit.
Devises and implements overall legal strategies for client organizational units on a case-by-case basis.
Represents the District as appropriate before various governmental agencies, legislative bodies, boards, assigned committees, and the public.
Carries out complex and sensitive legal assignments which are potentially precedent setting for the District, generate significant cost savings and revenue or entail high exposure.
Assists in the planning and development of legal policy and office procedures and processes.
Assists in the selection, billing, review, and hiring of outside counsel in one or more areas of expertise.
Performs legal research and interpretation on a variety of legal problems.
Interprets and applies laws, court decisions, and other legal authorities in preparing memoranda, notes, opinions, rules, policies, and other documents in relation to Education Code, Government Code, and State and federal law.
Provides training to legal staff.
Drafts and revises memoranda, opinions, contracts, rules, policies, and other documents to meet the needs for the District's organizational unit to which assigned.
Negotiates complex transactions, drafts sophisticated instruments including, but not limited to, multiple-party agreements with public agencies and private parties, and consummates such complex transactions.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

An Associate General Counsel II provides supervision to a team of lawyers and support staff and is responsible for the legal work of an entire team.

An Assistant General Counsel acts as a member of a legal team, litigates matters on behalf of the District, and provides preventive legal counseling and informal dispute resolution.

SUPERVISION

General direction is received from the General Counsel, Deputy General Counsel, or Associate General Counsel II. General supervision is exercised over lower-level support staff. Technical supervision may be exercised in a specialized area of practice.

CLASS QUALIFICATIONS

Knowledge of:

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 information 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

Advanced knowledge of litigation processes

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; workers' 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:

Research, analyze, and apply legal principles, facts, evidence, and precedents to complex legal problems of an exacting, demanding, or policy making nature

Interact, effectively communicate with, and provide recommendations to the Superintendent, senior management staff, and other District employees on legal issues in a specific area

Handle multiple complex litigation matters in State and federal courts and administrative agencies

Effectively oversee and manage litigation matters handled by outside counsel

Demonstrate strong leadership skills

Work effectively with legal and non-legal staff, outside legal counsel, the media, the community, and other stakeholders

Develop and build consensus and resolve conflicts

Train legal staff
Organize work and paper flow effectively and efficiently
Demonstrate strong research and writing skills
Demonstrate computer literacy
Understand multiple broad concepts and integrate legal input into major District policy decisions
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:

Six 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 NOTE

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.

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12-14-15
JPK

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