

CHIEF EXECUTIVE TO THE GENERAL COUNSEL

DEFINITION

Assists the General Counsel by managing the day-to day operations and activities of legal teams and administrative office staff including developing and implementing operational initiatives for improvement and effectiveness of legal services and the development and monitoring of metrics.

TYPICAL DUTIES

Assists the General Counsel in overseeing the activities of the legal teams and support staff and in advising clients as directed by the General Counsel.
Manages and reviews the processes and practices of the legal teams and support staff.
Assists the General Counsel in developing and implementing operational initiatives for improvement and effectiveness of legal services regarding providing timely legal advice, control of costs, and the development and monitoring of metrics.
Assists in the supervision of complex litigation and high level investigations.
Prepares and administers the office budget and reports on key operational and substantive metrics.
Approves all expenditures and financial commitments by office staff as delegated by the General Counsel.
Provides oversight of the activities, management, and costs of outside legal firms and vendors.
Reviews and evaluates the process for the performance of support staff and training of personnel.
Implementing the office's determination to maintain the highest possible professional standards in the performance of legal work.
Supervises office timekeeping and accounting systems.
Work with the Personnel Commission to ensure the recruitment and retention of professional and experienced office personnel.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Executive to the General Counsel manages the day-to-day legal operations and administrative activities of the Office of the General Counsel.

The General Counsel is the chief legal officer of the District responsible for advising the Board of Education and the Superintendent and administering the legal activities of the District's legal staff and outside legal firms.

The Deputy General Counsel assists in handling substantive matters of the Office of the General Counsel and assumes the responsibilities of the General Counsel in case of absence.

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

SUPERVISION

Administrative direction is received from the General Counsel. General direction is exercised over Associate General Counsel IIs and other lower-level legal and support staff.

CLASS QUALIFICATIONS

Knowledge of:

Provisions of the Education Code, Government Code 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 application of electronic data processing
Principles of public relations
Principles of training, employee evaluation, employee relations and progressive discipline
Methods of legal research and computer and legal software applications and database
Broad-based knowledge of various legal interests of the District such as facilities, business services, information technology, human resources, special education, and government relations

Ability to:

Demonstrate strong leadership skills
Work effectively with legal and nonlegal staff, outside legal contacts, and the community
Develop and build consensus and resolve conflicts
Train legal staff
Organize work effectively and efficiently
Demonstrate strong research and writing skills
Demonstrate computer literacy
Understand and administer a budget
Understand broad concepts and integrate legal output into major District policy decisions

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree and a Juris Doctor degree or equivalent from an American Bar Association accredited institution.

Experience:

Ten years of experience as a practicing member of the Bar. Experience in education law is preferable.

Special:

Authorization to practice law in California by the California State Bar Association.
A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE:

1. Senior Management classification
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.

Reestablished
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