

DEPUTY GENERAL COUNSEL

DEFINITION

Assists the General Counsel by handling substantive matters for the office and managing the operations and activities of legal teams and support staff, and assumes the duties of the General Counsel in case of absence.

TYPICAL DUTIES

Provides legal advice to senior staff and the Board of Education on major issues as assigned by the General Counsel.

Oversees the implementation of various consent decrees in the District.

Directs and reviews the activities of the legal teams and support staff.

Manages the supervision of complex class action litigation.

Assists in overseeing labor negotiations and labor relations.

Provides oversight of the activities of outside legal firms.

Monitors the preparation of legal materials for Board Meetings and subsequently assures that the Board's actions are integrated appropriately into District policies.

Serves as the coordinator for legal advice provided on issues related to complex and/or high profile matters.

Assists the General Counsel in developing and implementing strategic plans for improvement and effectiveness of legal services regarding providing timely legal advice, control of costs, and the development and monitoring of metrics.

Prepares and administers the office budget including approval of all outside counsel legal invoices.

Assumes the responsibilities of the General Counsel in case of absence or as assigned.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy General Counsel assists in handling substantive matters for the Office of the General Counsel and acts as the General Counsel in case of absence.

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

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

SUPERVISION

Administrative direction is received from the General Counsel. General direction is exercised over Associate General Counsel II's, Associate General Counsel I's, Assistant General Counsels II's and I's, and support staff personnel.

CLASS QUALIFICATIONS

Knowledge of:

Provisions of the Education Code, Government Code, and other State and federal laws, rules, and regulations that govern the activities of the Los Angeles Unified School District
Rules, policies, and administrative organization of the Los Angeles Unified School District
Basic concepts and applications 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
Broad-based knowledge of various legal interests of the District such as:
Facilities: real estate transactions; construction management and litigation; eminent domain; leasing; environmental law; State funding of school construction
Business Services and IT: commercial contracts; government contracts; intellectual property; electronic commerce; torts; workers' compensation; risk management
Human Resources: labor law; civil rights; ADA; personal tax; Education Code sections on labor
Field services: Education Code (generally); Federal education law; ethics; First Amendment; Fourth Amendment; criminal law; family law; privacy law
Special Education: federal and State law regarding education of children with disabilities; background in litigation regarding the same
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
Central Headquarters; District bulletins and policies; Board rules; current District consent decrees and related implementation plans; Brown Act; Public Records Act

Ability to:

Demonstrate strong leadership skills
Work effectively with legal and non-legal staff, outside legal contacts, and the community
Develop and build consensus and resolve conflicts
Train legal staff
Organize work and paperflow 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

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:

Ten years of experience as a practicing member of the Bar. No more than two years of experience as a judicial law clerk may substitute on a year-for-year basis for the required experience. 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 NOTES

1. Senior Management Position.
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 the 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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