



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

General Counsel

Class Code: 1120

Work Days: 225

GENERAL PURPOSE

Manage, supervise, plan, coordinate, and provide strategic leadership for the activities and operations of the Legal Services Unit; provide performance management leadership to staff; coordinate assigned activities with other Department of Education divisions and outside agencies; and provide highly responsible and complex administrative support to the organization.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general direction from the Superintendent's office.
2. Exercises direct supervision over management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Coordinate the organization, staffing, and operational activities for the Legal Services Unit, including providing legal counsel for the Department of Education, community college districts, and school districts.
 2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Legal Services Unit; identify resource needs; recommend and implement policies and procedures.
 3. Select, train, motivate, and staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor work flow; and review and evaluate work products, methods, and procedures.
 4. Participate in the development and administration of the Legal Services Unit program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
 5. Direct and participate in the performance of professional legal counsel; act as an advocate for public education.
 6. Coordinate the Legal Services Unit with those of other divisions and outside agencies and organizations; provide staff assistance to the Superintendent; prepare and present staff reports and other necessary correspondence.
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7. Direct and participate in the drafting of legal documents, rules and regulations, resolutions, conveyances, contracts, and various related matters; draft original legislation as required; and review proposed legislation for school impact.
 8. Analyze and review contracts that bind or obligate the Department of Education; provide legal opinions and recommendations to ensure the Department of Education is properly and effectively represented in such matters.
 9. Render legal opinions as required; conduct ongoing legal research in connection with legal issues pertaining to the Department of Education and school districts.
 10. Serve as a member of the Superintendent's Cabinet.
 11. Advise the Board of Education during closed sessions, Inter-District Appeals, expulsion hearings, and real property matters.
 12. Appear before courts and administrative proceedings to represent the Department's/Board of Education's interests as required; prosecute cases as needed.
 13. Represent the Department of Education/Board of Education in litigation against the Department and local school districts.
 14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.
 15. Demonstrate attendance sufficient to complete the duties of the position as required.
 16. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services, and activities of a legal services program.
2. Principles and applications of labor law, collective bargaining, business law, contracts, education law, and administrative law.
3. Methods of legal research; established precedents applicable to activities.
4. Judicial procedures and rules of evidence.
5. Principles of budget preparation and control.
6. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
7. California Education Code, Administrative Codes, and the Government Code.
8. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Provide administrative and professional leadership and direction.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
3. Interpret and explain Legal Services Unit policies and procedures.
4. Oversee and manage the budget for the Legal Services Unit.
5. Prepare clear and concise reports.

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6. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
 7. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
 8. Present statements of law, fact, and argument clearly and logically.
 9. Research complex legal problems and prepare sound legal opinions.
 10. Prepare and present cases in court as required.
 11. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
 12. Communicate clearly and concisely, both orally and in writing.
 13. Establish and maintain effective working relationships with those contacted in the course of work.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Juris Doctorate from an accredited law school and membership in the California State Bar, and ten (10) years of experience in K-12 and Community College educational law, including supervision of attorneys and administrative staff; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.