
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5325
Salary Range: 68 (M2)

SENIOR ASSOCIATE GENERAL COUNSEL – HUMAN RESOURCES

JOB SUMMARY

Under the direction of General Counsel, provide professional legal services and counsel to the Human Resource Services and Employee Relations divisions in matters related to labor and employment law including personnel investigations, Title IX compliance, collective bargaining, labor negotiations, grievance/arbitration proceedings, unfair labor practices, employment policies, employee discipline and dismissal, and training on issues such as sexual harassment prevention and site investigations; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Serve as Lead Counsel and perform a variety of professional duties involved in providing a full range of legal services related to labor and employment law; effectively represent the District and assure compliance with applicable laws, codes, rules and regulations. **E**
- Confer with, advise, and render legal opinions for the District on areas of the law including, but not limited to, labor and employment, litigation and administrative hearings, federal appeals, Title IX, and overseeing personnel investigations and other legal matters; present matters in closed session to the Board of Education. **E**
- Represent the District and assure compliance with applicable laws, codes, rules, and regulations; review and interpret laws, regulations, legislation, and other guidelines. **E**
- Analyze proposed and existing legislative bills and subsequent amendments relating to labor and employment; report recommendations to District administration. **E**
- Consult with and advise on legal matters and participate in the development of changes in administrative policy; anticipate legal effects of emerging programs and projects; assist Human Resource Services and Employee Relations with drafting rules, regulations, resolutions, agreements, legal forms, and other documents. **E**
- Prepare written opinions and conduct independent research concerning legal relationships, duties, obligations, and rights involving policies, programs, and projects related to Human Resource Services and Employee Relations; review, revise, and draft Board policies, agreements, and contracts as needed, and prepare a variety of legal documents. **E**
- Maintain and direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed reports regarding assigned activities. **E**

- Serve as a resource and communicate with administrators, District personnel, and outside agencies to coordinate activities, resolve issues, and exchange information; discuss labor and employment program needs with administrators, teachers and other appropriate staff. ***E***
- Respond to filings, subpoenas and compliance complaints; compose legal memoranda, briefs, reports, correspondence and other related documents. ***E***
- Attend and participate in a variety of meetings, conferences and trainings. ***E***
- Maintain current knowledge of laws and regulations governing labor and employment. ***E***
- Develop and conduct staff development training workshops related to assigned activities for District personnel; conduct presentations as requested. ***E***
- Evaluate cases as necessary, recommend and manage outside counsel when necessary. ***E***
- Serve as legal advisor and representative for District staff in special legal matters arising out of the course and scope of their employment; evaluate claims, provide legal advice, and participate in the negotiations of settlements as requested. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. ***E***
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Senior Associate General Counsel – Human Resources will serve as Lead Counsel and provide professional legal services and counsel to the District in matters related to labor and employment. An incumbent will coordinate the delivery of legal services related to labor and employment.

EMPLOYMENT STANDARDS

Knowledge of:

Legal concepts, terminology, principles and procedures.
Investigative and Title IX report writing
Rules of evidence and conduct of court proceedings.
Applicable legislation relating to public education including specifically labor and employment.
State Bar of California Rules of Professional Conduct.
Methods and practices of legal research.
District organization, operations, policies and objectives.
Record-keeping and report preparation techniques.
Principles of administration, supervision and training.
Public speaking techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of professional duties involved in providing a full range of legal services related to labor and employment.
Coordinate and represent the District in hearings.
Develop administrative policies, procedures, rules, and regulations related to labor and employment.
Process and file litigation.
Provide legal advice to staff.
Present statements of law, fact, and argument clearly and logically
Research legal issues and prepare sound legal opinions.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Compile and verify data and prepare reports.
Compose a variety of legal correspondence and documents.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Plan and organize work.
Maintain confidentiality of sensitive and privileged information.
Understand and work within scope of authority.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships.

Education and Training

Juris Doctorate degree from an accredited law school.

Experience

Seven (7) years of experience practicing law including some experience providing labor and employment legal counsel to school districts, educational institutions, or public agencies.

Legal experience working or interning at a California school district is desired.

Experience with personnel and Title IX investigations is desired.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Active membership and good standing in the State Bar of California throughout employment in this classification.

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 03/21/2024