

**SACRAMENTOCITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	In-House Counsel	<b>CLASSIFICATION:</b>	Non-Represented Management - Classified
<b>SERIES:</b>	None	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9718	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Legal Services	<b>SALARY:</b>	Range 19 Salary Schedule A

Advise school sites on variety of issues, including issues of child custody conflicts and abuse reporting responsibilities, and withdrawal of consent letters. **E**

Advise on issues of Student Health and Services, including 504 Plan issues, Residency issues, and Homeless and Foster Youth issues. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Advise on Human Resources related matters including discipline, investigations, and collective bargaining agreements, NUC/NUP letters, DFEH/EEOC complaints, and ADA related issues. **E**

Advise on Charter School matters, including Petitions, renewals, and MOU, FUA analysis. **E**

Advise on Business and Facilities Services matters, including contract and bid processes, use of public funds and pupil fees issues, developer fees issues. **E**

Oversee Public Records Act responses and Requests for Information (RFI). **E**

Coordinate Conflicts of Interest and Lobbyist Filing Compliance. **E**

Conduct research and analyze data to provide and coordinate recommendations to District administrators concerning legal issues, Board policies, administrative regulations, collective bargaining agreements, the Education Code, Brown Act, Fair Political Practices, Government Code, and other state and federal laws and regulations. **E**

Communicate and collaborate with administrators, District personnel, outside legal counsel, investigators, and State agency personnel to coordinate activities of the department, resolve issues and conflicts, and exchange information; and model District standards of ethics and professionalism. **E**

Practice Commission filings; monitor and maintain  
; and maintain the

**E**

Work on special projects and conduct research; attend to administrative details on special matters as assigned; and manage various ongoing projects and legal matters including data collection, preparation of reports, conducting data analyses, and the interpretation of findings. **E**

Prepare extensive, frequent, detailed, and accurate bargaining unit reports; and assemble confidential and sensitive information related to labor relations and negotiations. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association, active member in good standing of the State Bar of California, and five years increasingly responsible experience working in a school district or a law firm that provides legal services to school districts. Preference will be given for coursework in educational laws and regulations, administrative laws and regulations, labor laws and regulations, or public agency administration.

#### **LICENSES AND OTHER REQUIREMENTS:**

California Bar Membership (Active); v  
of insurance.

and provide personal automobile and proof

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- California judicial procedures.
- Computerized case management system(s).
- Investigation techniques and procedures.
- Legal management practices, such as discovery, document production, depositions, briefing, and trial procedures.
- Technical aspects of field of specialty.
- Applicable sections of the California Education Code (EDC), other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, procedures, and objectives.
- Bargaining unit agreements, labor relations, and negotiations.
- Research methods and report writing techniques.
- Budget preparation and control.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer, related software, scanners, and standard office equipment.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

- Understand, analyze, and interpret Board policies and regulations, and state and federal laws and regulations.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read various documents and reports; view a computer monitor;