

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: General Counsel

Unit: Management

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Job Code: C3726
Original Date: 01/2008
Last Revision: 07/2023
Staff Type: Classified
FLSA status: Exempt
Salary Range: 8

DEFINITION

Under the general leadership of the Executive Human Resources Officer and in accordance with the goals of the District, the General Counsel provides legal counsel for the Chancellor, Cabinet, Board of Trustees, and district administrative staff; manages and coordinates legal services and litigation assigned to outside counsel; administers legal and administrative requirements under federal and state laws and codes, and consults on development and implementation of district policies and procedures. The General Counsel provides equitable operational leadership to a broad and diverse group of District stakeholders in the application of policies, procedures, collective bargaining agreements, employee handbooks, and standard business practices.

EXAMPLES OF DUTIES

1. Develop, implement, manage, coordinate, and lead the District's comprehensive legal services programs to provide effective, efficient, and equitable legal services to the District's diverse stakeholder communities.
2. Provide legal counsel and representation for the Chancellor, Cabinet, Board of Trustees, and district administrative staff as assigned; participate in strategic planning decisions at the Cabinet level; and prepare and render legal opinions upon request.
3. Coordinate legal services and litigation against the District in accordance with policies adopted by the Board of Trustees and procedures established by the Chancellor and consult with outside counsel on discovery, strategy, and settlement negotiations.
4. Represent the District EEO-related claims, prepare cases, and represent the District in fact-finding hearings concerning EEO before state and federal regulatory agencies.
5. Coordinate external investigation and resolution of complaints of harassment from employees, students, job applicants, and others based upon ethnic group identification, religion, age, sex, color, or physical or mental disability, including sexual harassment.
6. Develop and implement district policies, procedures, programs, and publications concerning legal services and assigned functions in an equitable, inclusive, and accessible manner for the District's diverse communities.
7. Coordinate external investigation of incidents, complaints, and/or claims which may lead to discipline in accordance with applicable laws, regulations, policies, procedures, and bargaining agreement processes.
8. Develop, implement, manage, coordinate, and lead the District's public records act request programs to ensure effective, efficient, and equitable processing, completion, and delivery of public records within applicable legal and regulatory requirements.
9. Represent the District in local, State, and national committees, workgroups, and meetings; participate proactively in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance strategic objectives and effective operations.
10. Plan, organize, implement, direct, administer, review, evaluate, and revise assigned programs, services, and activities in accordance with the District's mission, vision, values, strategic goals and objectives, and ensure legal compliance and integrity in a manner promoting equity, inclusion, and access for the District's diverse student, employee, and stakeholder communities.

11. Manage financial resources within assigned areas of responsibility to ensure expenditures are within revenue projections, budgets are developed timely and implemented effectively, allocation and use of resources are equitable and support the District's DEIA-related goals and objectives, and to ensure continuity of operations and services.
12. Ensure the timely preparation, maintenance, submission, and distribution of reports and records as required by federal, state, local, and District regulations and policies; provide routine and timely communications to the Chancellor, Board of Trustees, Chancellor's Cabinet, and District stakeholders of the status of assigned functions, programs, and services.
13. Plan, organize, direct, supervise, and lead daily operations in assigned areas of responsibility, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
14. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with telecommunication operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with technology services staff to make programming changes necessary to meet operational requirements; and ensure use of technology resources results in equitable services and outcomes for diverse communities
15. Work collaboratively and professionally with faculty, staff, students, and stakeholders from diverse academic, socioeconomic, cultural, disability, gender identity, and ethnic communities.
16. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities; model inclusive behaviors; and achieve equity in outcomes.
17. Contribute positively to a culture valuing diversity and promoting equity, inclusion, and accessibility; promote staff diversity, address equity gaps impacting students, and create an inclusive environment within assigned areas of responsibility.
18. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Principles of effective community college and higher education instructional programs, comprehensive student services, and administrative operations.
- California Education Code and Title V regulations and laws, regulations, and statutes applicable to public employment and higher education.
- Principles of effective participatory governance processes and engagement.
- District organization, operations, mission, strategic objectives, policies, procedures, and rules.
- Principles of effective, efficient, and equitable public administration and organizational management, leadership, and operations.
- Effective communication methods, techniques, and modes to engage with diverse stakeholder communities.
- Principles of effective labor relations, collective bargaining, and negotiations.
- Principles of effective Title IX, Title V, and equal employment opportunity compliance programs.
- Principles of effective, efficient, equitable, and strategic human resources management in an educational institution.
- Modern office practices, procedures, and equipment, including computer hardware and software.

Lived experiences of students from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.

Skills and Abilities:

Strategic planning, action, and leadership.

Communicating and gaining support for the District's mission, vision, and values.

Leading effectively through participatory governance and in collaboration with diverse stakeholders.

Communicate effectively through multiple modalities with diverse internal and external stakeholders.

Establish and maintain effective working and professional relationships with individuals from diverse communities.

Plan, organize, direct, administer, review, and evaluate assigned programs and services and formulate program policy recommendations to implement the District's Educational Master Plan and other goals and objectives in accordance with local, State, and federal laws.

Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations to the Chancellor and Board of Trustees within applicable laws, regulations, policies, procedures, rules, and effective business practices.

Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.

Organize, assign, prioritize, and guide work activities within assigned areas of responsibility and provide timely, effective feedback.

Read, interpret, and apply laws, regulations, policies, and guidelines impacting the effective, efficient, and equitable performance of the assigned areas and the District's comprehensive operations.

Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.

Manage, coordinate, and lead in planning/research, evaluating, monitoring, maintaining, and expanding human resources and administrative services programs in a community college district.

Operate and effectively use office technologies and software applications, including general business platforms and technologies and enterprise resource planning systems.

Learn from errors, determine appropriate corrective action, and prevent repeat occurrences.

Create a culture of shared accountability for effective performance within assigned areas.

Training and Experience:

Any combination of training and experience equivalent to: a Juris Doctorate degree from an accredited college or university and six years of relevant experience in applying the law to matters concerning claims or litigation against public employers.

Demonstrated cultural humility, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

License:

Current license to practice law in the State of California and a valid California driver's license

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office. Requires some travel between District sites, conferences, hearings, and events.