

JOB DESCRIPTION
San Diego County Office of Education
Personnel Commission

Legal Analyst/Investigator

Purpose Statement

The Legal Analyst/Investigator investigates sensitive and confidential employment and instructional claims for the San Diego County Office of Education (SDCOE), provides legal research and support to the various offices SDCOE, and provides investigative support to local school districts and charter schools.

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

Essential Functions

- Investigates a variety of claims in the areas of disciplinary actions, workplace investigations, and other employee-related matters for SDCOE, school districts, and charter schools.
- Conducts investigations that are sensitive, confidential, complex, and may involve the highest level of potential liability (e.g. sexual harassment, workplace discrimination, employee misconduct, special education claims, educational rights claims etc.)
- Obtains items of evidence by identifying, locating, and interviewing witnesses; takes photographs; produces Custody Receipts for property taken as evidence; secures items and maintains chain of custody for items of evidence.
- Establishes effective working relationships with SDCOE staff, districts, and charter schools, management staff, employees, employee representatives, and representatives of outside agencies.
- Communicates effectively and calmly with diverse members of the public, including situations that may require a high degree of sensitivity, tact, and diplomacy.
- Coordinates investigations with outside counsel as assigned by the Office of General Counsel.
- Assists counsel assigned to handle matters with both informal and formal discovery.
- Collects and analyzes information, data, and items of evidence for completeness, adequacy, and relevance.
- Prepares reports, factual recounts, correspondence, and documents in a clear, concise, detailed, and comprehensive manner; organizes and ensures retention of required records.
- Provides testimony at trial and arbitration hearings and proceedings as required.
- Researches, interprets, and explains legal requirements, makes recommendations, and suggests problem-solving strategies to district administration on complex recurring and non-recurring issues related to governing board meetings and operations.
- Analyzes complex legal resources to make recommendations to SDCOE and district administrators.
- Performs legal administrative functions related to SDCOE and district governing boards countywide, including providing legal resources and research support, to ensure compliance with public records

act requests, personnel issues, other assigned responsibilities, and generally coordinating legal services.

- Prioritizes and organizes workload; completes large numbers of work assignments within strict guidelines.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to operate standard office equipment, including utilizing pertinent software; plan and manage projects; resolve conflicts and diffuse hostile interchanges; prepare and maintain accurate records; and classify data and/or information.

KNOWLEDGE of: legal research sources and methods; laws applicable to public entity responsibilities and claims; educational, medical, and legal terminology; special education laws; charter school laws; collective bargaining agreements, both federal and state administrative procedures; legal limitations on evidence collection including federal and state laws establishing privileges and confidentiality of personal information histories; federal and state laws applicable to personal privacy; investigative techniques and methods; rules of evidence and procedures applicable to student and personnel privacy rights, administrative proceedings, and civil litigation; professional business telephone etiquette; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals; SDCOE customer service objectives and strategies.

ABILITY to: gather and interpret data; read and comprehend complex legal and procedural text; work with a significant diversity of individuals and/or groups; analyze issues and create action plans; identify issues presented in claims; conduct effective interviews; secure evidence; analyze and project consequences of the release of information, decisions, and recommendations; recognize legal barriers to obtaining privileged or confidential information and discern whether alternate legal means exist to obtain such information; conduct contacts with representatives of member district/charter schools, outside agencies, and members of the public with courtesy and respect; communicate effectively, both oral and written; work with frequent interruptions; maintain confidentiality; establish effective relationships; adapt to changing work priorities; maintain accuracy and attention to detail; meet deadlines and schedules; work as part of a team.

Responsibility

Responsibilities include: working under limited supervision and/or working, leading, guiding and/or coordinating work with others. Using resources from other work units may be required. Maintain knowledge of changes to existing applicable federal and state law.

Working Environment

The work primarily takes place in an office setting with exposure to computer screens. The work frequently takes place in the field and involves travel to urban, suburban, or rural locations within and outside of San Diego and/or California to perform investigations.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine-finger dexterity. The job generally requires 50% sitting, 25% walking,

and 25% standing. This job is performed in a generally clean and healthy environment, but may require traveling rough terrain.

Experience: Five (5) years of substantial work experience with a school district, county office, other governmental agency, or law firm researching and providing guidance regarding legal policies and regulations, preparing complex documents and publications, and performing the full range of duties involved in the investigation of claims and matters. Experience working with educational agencies is preferred. Possession of a paralegal certificate may substitute for one year of required work experience.

Education: A Bachelor’s degree with substantial coursework in labor and employment law, public administration, paralegal studies, legal assistance, or a closely related field. Graduation from an American Bar Association-accredited law school is desirable.

Equivalency: A combination of education and experience equivalent to a bachelor’s degree with substantial coursework in labor and employment law, public administration, paralegal studies, legal assistance, or a closely related field, and five (5) years of substantial work experience with a school district, county office, other governmental agency, or law firm researching and providing guidance regarding legal policies and regulations, preparing complex documents and publications, and performing the full range of duties involved in the investigation of claims and matters.

Required Testing

N/A

Certificates

Valid CA Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

FLSA State: Non-Exempt

Salary Range: Classified Support Grade 065

Established: 06/2018

Revised: N/A

Approved by Personnel Commission: 6/2018