

**JOB DESCRIPTION**  
**San Diego County Office of Education**  
**Personnel Commission**

**Legal Analyst**

**Purpose Statement**

The Legal Analyst independently performs a variety of legal research-based duties related to ensuring that the County Superintendent of Schools as well as school district and charter school governing boards are in compliance with local, state, and federal legal requirements.

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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**

- 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.
- Explains to school district administration the processes and procedures required to comply with laws applicable to governing board operations in compliance with applicable law and policies; provides resources and timelines, and makes recommendations as requested.
- Performs legal administrative functions related to SDCOE and district governing boards countywide, including providing legal resources and research support to districts and SDCOE, to ensure compliance with public records act requests, personnel issues, other assigned responsibilities, and generally coordinating legal services.
- Plans, coordinates, and organizes activities in collaboration with SDCOE subject matter experts and administrators for the preparation and adoption of policies and administrative regulations to ensure compliance with state and federal laws and regulations.
- Interprets and explains to members of the public complex requirements of law related to school district organization; responds to inquiries and complaints.
- Prepares documents such as correspondence, resolutions, and board issue papers.
- Organizes and ensures retention of required records.
- Serves as a liaison to multiple county and state agencies, including the County Board of Supervisors and the California Department of Education, for school district organization processes.
- Participates in reviews of charter school petitions and appeals, special education plans, and services and due process proceedings, evaluating legal compliance in specialized areas of the law; composes related correspondence and board issue papers.

- Ensures compliance of the office of the County Superintendent of Schools with legal requirements related to charter schools, special education, instruction, camp and community schools, including providing notifications to districts and maintaining historical records; creates and maintains a database of legal memoranda and policies and archives.
- Completes special projects as assigned.
- 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; respond to Public Records Acts requests appropriately; 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; 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; analyze and project consequences of the release of information, decisions, and recommendations; 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 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.

**Experience:** Three (3) 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 and preparing complex documents and publications. Experience working with educational agencies is preferred. Possession of a Juris Doctorate or paralegal certificate may substitute for one year of required work experience. Experience with Merit System principles and procedures preferred.

**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 three (3) 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 and preparing complex documents and publications.

**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 060

Established: 06/2018

Revised: 7/2019

Approved by Personnel Commission: June 20, 2019