

San Diego County Office of Education
Personnel Commission

CLASS TITLE: LEGAL SERVICES ANALYST

Definition:

Under general supervision, updates, researches and assists in the development of County Board of Education policies and SDCOE administrative regulations; coordinates the Business Services Guide update and distribution processes; completes special projects for San Diego County school boards and superintendents; prepares and maintains legal documents; researches and provides information pertaining to laws, regulations, legal opinions and interpretations, and chaptered legislation.

Typical Tasks

Essential Duties:

Working directly with Board members, Assistant Superintendents, the Superintendent of Schools, and **other county office staff**, develops and updates County Board of Education policies, **bylaws** and SDCOE administrative regulations.

Reviews California School Boards Association updates, contacts **legal counsel as necessary** ~~County Counsel for information~~, and prepares drafts **for staff and Board review** of policies and regulations.

Presents and explains new and updated policies and regulations at Superintendent-established committee meetings.

Prepares County Board of Education agenda issue papers, **and materials** assures posting **and publication** requirements are met, and forwards comments to appropriate assistant superintendent.

Works with SDCOE management staff in order to obtain annual revisions to the Business Services Guide, edits revisions and prepares for printing and distribution.

Consults with and assists school district employees and governing board members on board policies and procedures including the Brown Act, parliamentary procedures, and school district governing board elections.

Assists districts with requirements for filling governing board vacancies; prepares required documentation for district governing board elections.

Researches and locates legal references, chaptered legislation, interpretations and procedures for staff, school district employees, board members and the public.

Explains policies, procedures and requirements as specified in the resource documents.

Completes legal documents including petitions, notices, certificates, affidavits and correspondence to be filed with other local and state offices.

Develops and prepares SDCOE bulletins and notifications; establishes and maintains files of legal opinions and interpretations, as well as, district boundaries, reorganizations, elections, historical information, chaptered state legislation and governmental code revisions.

Attends policy/procedure meetings.

Non-Essential Functions:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

THOROUGH KNOWLEDGE OF:

State and local laws and regulations pertaining to governing board policies and procedures; governing board elections. Knowledge of: the use of common office computer systems and software; research techniques; record keeping practices and procedures. Skill in oral and written communications.

ABILITY TO:

interpret, explain and apply complex statutes and legislation pertaining to school district governing boards and elections; accurately maintain complex files and records; prepare, edit and proofread a variety of documents and correspondence; type forms, reports and correspondence with speed and accuracy; clearly explain laws, rules and regulations to all levels of district personnel and the general public; follow complex oral and written instructions; establish and maintain cooperative relationship with all levels of staff and the public; work with minimum supervision; exercise independent judgment; work under pressure and handle multiple assignments.

EDUCATION AND EXPERIENCE:

A combination of education, training or experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. A typical qualifying background would include: substantial work experience with a school district or other governmental agency, researching and developing policies and procedures to implement laws and regulations. Experience may include increasingly responsible work for preparation of complex documents and publications. College-level course work in writing or research or related areas may be considered as partial fulfillment of the work experience requirement.

WORKING CONDITIONS

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects

Established: 5/02

Revised: 7/11

Approved by the Personnel Commission: May 17, 2002