

SACRAMENTOCITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Associate House Counsel Labor Negotiations	CLASSIFICATION:	Non-Represented Management Classified
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9815	WORK YEAR:	12 Months
DEPARTMENT:	Legal Services	SALARY:	Range19 Salary Schedule

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Legal Services. E

Business and Governmental Issues

Prepare and review required policies, regulations, and notices. E

Draft, negotiate, and review contracts and memoranda of understanding (MOU's). E

Advise on Human Resources related matters including discipline, investigations, collective bargaining a

LICENSES AND OTHER REQUIREMENTS:

California Bar Membership (Active); valid California driver's license; and provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- x California judicial procedures.
- x Computerized case management system(s).
- x Investigation techniques and procedures.
- x Legal management practices, such as discovery, document production, depositions, briefing, and trial procedures.
- x Technical aspects of field of specialty.

