



NEW: Submitted:  
04/21/2021 04/20/2021

JOB TITLE:	ASSISTANT GENERAL COUNSEL COMPLIANCE AND INVESTIGATIONS
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8772
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for assisting General Counsel with all legal matters related to the Jefferson County Public School District, focusing upon compliance and investigations and labor/employment.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates work-plan and provision of legal services with the General Counsel

Provides legal advice to district staff upon request

Assists General Counsel in maintaining current docket of pending claims and status of litigation, assists the General Counsel in monitoring current litigation, and provides assistance to retain law firm when necessary

Coordinates investigations related to allegations of discrimination and misconduct

Provides technical assistance and guidance to staff on all equal employment opportunity issues; consults with administration to identify barriers to equal employment opportunity and their causes

Manages the complaint processing program; providing information to employees of all protected groups who believe they have been discriminated against

Monitors and administers activities related to compliance with Section 504 of the Rehabilitation Act of 1973, Title IX, Title II of the ADA and Title VI of the Civil Rights Act, including functioning as the district's Title IX Coordinator

Attends depositions, hearings, Board meetings and meetings with staff as assigned by the General Counsel

Makes presentations, conducts training seminars, negotiates settlements, and writes proposed decisions in complaint cases

Assists in developing plans, policies and programs to ensure affirmation action and equal opportunity/educational opportunities; implements the equal employment opportunity program and related programs

Assists administrative staff with and coordinates legal processes concerning labor and employment issues

Coordinates activities among investigations staff, Child Protective Services, court system, and other proper authorities

Interacts with parallel district offices, including security, internal audit, and outside counsel

Completes all trainings and other compliance requirements as assigned by the designated deadline

Supervises and evaluates all staff in Compliance and Investigations

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, carrying, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automobile equipment.

MINIMUM QUALIFICATIONS
Law Degree and admission to the Kentucky Bar
Five (5) years experience in the field of education law, or other comparable specialty
Capable of accurate work and handling confidential matters
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in labor and employment and other federal labor laws.
Experience in conducting personnel investigations.
Experience in a diverse workplace.