



REVISED: Submitted:
03/28/2023 07/01/2023

JOB TITLE:	ASSISTANT GENERAL COUNSEL HUMAN RESOURCES
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8417
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assist the General Counsel in legal matters related to the Jefferson County Public School District, focusing on matters within Human Resources.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates work-plan and provision of legal services with the General Counsel and the Chief of Human Resources (HR)

Provides legal advice to district staff upon request

Consults on Unemployment Insurance matters

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 retained law firm when necessary

Maintains up-to-date knowledge of changes to state and federal employment law, including coordinating with other district staff to ensure dissemination of legal requirements and best practice

Prepares updates and analyses of new employment, labor and certification laws, and assists General Counsel in the interpretation of federal and state statutes affecting the school district in the area of human resources

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

Assists administrative staff with and coordinates legal processes concerning employee discipline

Collaborates with District staff to support effective and efficient implementation of negotiated contracts, policies, and procedures

Advises supervisors/principals/consultants on the creation of reprimand and suspension letters and notices/recommendations of employee disciplinary action and drafts low-level termination letters in close consultation with general counsel

Collaborates with administrators/District leadership to determine appropriate responses to atypical employee conduct and issues; advises on proper policies, procedures, and legal authority to address situations

Monitors district compliance and assists with implementation of any state or federal and certification employment law, including those involving the Education Professional Standards Board

Assists as needed with arbitrations and mediations and serves on District committees as assigned

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

Performs other duties as assigned

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, 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 of successful experience in the field of education law and/or human resources and/or teacher certification
Knowledge of the regulatory framework governing professionally licensed employee groups
Demonstrated experience in handling highly confidential legal matters
Ability to work successfully with people
Effective written and verbal communication skills

DESIRABLE QUALIFICATIONS
Experience with administrative hearings under KRS Chapter 13B
Experience in a diverse workplace