

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Deputy General Counsel

DEFINITION

Under direction participates in a variety of professional level legal functions within the Office of the General Counsel which includes researching and advising District management on a wide variety of legal matters; conducts legal research, prepares opinions, memoranda, administrative rules and regulations and other legal documents; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the journey level class. Employees within this class perform the full range of duties as assigned including providing professional legal support to the Office of the General Counsel. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Counsel. May exercise technical and functional supervision over assigned professional, technical, and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Examines and analyzes court rulings and legislation with regard to their effect on District operations.

Advises the General Manager, Board of Directors, and District staff on legal transactions and events involving District interests and activities.

Confers with and advises District departments, boards and commissions concerning their respective duties, powers, functions and obligations.

Prepares, drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; offers opinions as to legal acceptability when presented to the District for consideration by an outside agent or agency.

Investigates claims and complaints against the District and takes or recommends appropriate action; makes tentative decisions concerning advisability to prosecute, compromise, or dismiss litigation and discuss recommendations and problems with the General Counsel.

Represents the District, its Officers, and employees in litigation and administrative hearings; oversees the services of outside counsel and consultants in transactions and litigation involving the District.

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Researches, prepares and presents legal reports to the General Manager, Board of Directors, and department managers.

Participates in the preparation and review of professional services and construction contracts; reviews and approves contracts.

Conducts legal research; renders legal opinions to the General Manager, Board of Directors, and department managers as required.

Answers questions and provides information to the public; investigates legal issues and complaints and recommends corrective action as necessary to resolve them.

May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of local agency government law including California water, environmental, labor/employment, and public contract law. Principles and practices of legal research. Statutes, regulations, ordinances, and court decisions relating to utility providers. Methods of public agency administration. Pertinent local, State and Federal laws, ordinances and rules. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Represent the District in a wide variety of complex judicial and administrative proceedings. Analyze and prepare a wide variety of legal documents. Organize, interpret, and apply legal principles and knowledge of legal problems; effectively apply legal knowledge and principles in court. Conduct research on legal problems. Properly interpret and make decisions in accordance with laws, regulations and policies. Interpret and apply California law and District and department policies, procedures, rules and regulations. Effectively advise the General Manager, Board of Directors, and department managers on legal matters affecting the District. Provide technical and functional supervision over assigned staff; effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in municipal or other government law.

Education:

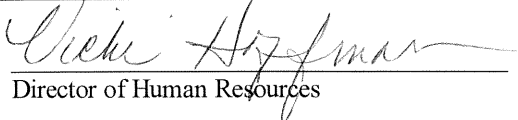
A Juris Doctorate from an accredited law school.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Active membership in the State Bar of California.

 Director of Human Resources	<u>4/15/11</u> Date
Established: 08/18/2009 Revised: 04/15/2011 FLSA: Exempt Unit: Non-Safety	