



# Sonoma County

## Office of Education

**Date:** June 27, 2018

**Human Resource Services**

5340 Skylane Boulevard  
Santa Rosa, CA 95403  
Phone: (707) 524-2679  
Fax: (707) 524-2950

**Pre-Employment Requirements**

Fingerprinting  
Tuberculosis Test  
Mandated Reporter Test  
POPP Physical (If applicable)

Please visit [scoe.org](http://scoe.org) for more information about employment opportunities.

Schools Personnel  
Commission

The Sonoma County Office of Education is an Equal Opportunity Affirmative Action Employer.

The interview process will include at least one oral interview and may also include a written exam or performance exam. Applicants must achieve a minimum passing score of 70% on each interview component. Failure to attain a passing score shall eliminate the candidate from the interview process.

Salary placements are normally made at the first step of the announced salary range.

## POSITION ANNOUNCEMENT

### Assistant General Counsel

Will also consider one of the following:

**Schools Legal Counsel**

**Associate General Counsel**

**Senior Associate General Counsel**

**School & College Legal Services**

**1.0 FTE**

**Annual Salaries:** \$89,400 - \$108,818 (Schools Legal Counsel)  
\$100,802 - \$120,955 (Assist. Gen. Counsel)  
\$107,926 - \$126,247 (Assoc. Gen Counsel)  
\$138,502 – \$158,290 (Sr. Assoc. Gen Counsel)

**Qualifications:** Please see attached job descriptions

**Work Year:** 12 Month Calendar (260 Days)

**Application Procedure:**

- Completed AppliTrack Application
- Letter of Interest
- Resume
- Three Letters of Professional Reference  
(*within last year*)

### FINAL FILING DATE

**Open Until Filled**

Please take note that per Government Codes 3100 - 3103 all public employees, including SCOE employees, are disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by the Government Code. In case of an emergency or disaster public employee are required by law to respond to the disaster when so assigned.

The provisions of this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any provision contained in this announcement may be modified or revoked at any time without notice.

**Sonoma County Superintendent of Schools  
Attorney Salary Schedule\*  
Fiscal Year 2018 - 2019  
Effective July 1, 2018**

\*This is a productivity-based billable hour salary schedule and constitutes a 1.0 Full Time Equivalent position

RANGE	LEVEL OF RESPONSIBILITY	STEP 1 ANNUAL	STEP 2 ANNUAL	STEP 3 ANNUAL	STEP 4 ANNUAL	STEP 5 ANNUAL	STEP 6 ANNUAL	STEP 7 ANNUAL	STEP 8 ANNUAL	STEP 9 ANNUAL	STEP 10 ANNUAL	RANGE
1	Labor Relations Coordinator I	\$82,248.48	\$89,206.72	\$96,164.97	\$107,891.02	\$119,617.06	\$131,343.11					1
2	Schools Legal Counsel	\$89,400.53	\$97,092.76	\$108,818.81	\$120,544.86	\$132,270.90	\$143,996.95					2
3	Assistant General Counsel	\$100,802.99	\$109,229.21	\$120,955.27	\$132,681.31	\$144,407.36	\$156,133.40	\$167,859.45	\$179,585.48			3
4	Labor Relations Coordinator II	\$107,926.56	\$117,086.77	\$126,247.01	\$135,407.22	\$144,567.45	\$156,293.48	\$168,019.54	\$179,745.58	\$191,471.62	\$203,197.65	4
5	Associate Gen Counsel	\$107,926.56	\$117,086.78	\$126,247.00	\$135,407.22	\$144,567.44	\$156,293.48	\$168,019.54	\$179,745.58	\$191,471.62	\$203,197.65	5
7	Sr. Assoc General Counsel	\$138,502.22	\$148,396.44	\$158,290.65	\$168,184.86	\$179,910.91	\$191,636.95	\$203,363.00	\$215,089.05	\$226,815.09	\$238,541.14	7

RANGE	Billable Hours**	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	RANGE
1	Required Annual Billable Hours **	1300	1400	1500	1600	1700	1800					1
2	Required Annual Billable Hours **	1200	1300	1400	1500	1600	1700					2
3	Required Annual Billable Hours **	1200	1300	1400	1500	1600	1700	1800				3
4	Required Annual Billable Hours **	1300	1400	1500	1600	1700	1800	1900				4
5	Required Annual Billable Hours **	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	5
7	Required Annual Billable Hours **	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	7

**\*\* Compensation for Billable Hours Above those Required for Step Placement (SCL S notes)**  
 Attorneys shall be entitled to the following compensation for billable hours worked beyond the required hours for their step placement, but shall not receive compensation for any billable hours worked beyond the maximum for their salary range:  
 1 to 99 excess billable hours shall be compensated at \$60.00 per hour.  
 If the excess hours are 100 or more, the individual will move to the next step.  
 The remaining billable hours over 100 shall be compensated at \$60.00 per hour.

SCHEDULE 204MMMO ANNUAL	
BASE HOURS PER DAY	8
BASE AVG DAYS PER YEAR	261
BASE AVG HOURS PER YEAR	2088
MONTHS PAID	12

PREPARED BY: Lee Ann Reeder 6/19/18  
 REVIEWED BY: Elissa Alfano 6/21/18  
 LEE ANN REEDER  
 ELISSA ALFANO  
 DATED

REVIEWED BY: John Laughlin 6/25/18  
 APPROVED BY: Carl Corbin 6-28-18  
 JOHN LAUGHLIN  
 CARL CORBIN  
 DATED

APPROVED BY: Steven D. Herrington 6/27/18  
 STEVEN D. HERRINGTON, County Superintendent  
 DATED

County Superintendent Approved:

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**ASSISTANT GENERAL COUNSEL**

**Definition:**

Under administrative direction of the General Counsel, to represent public school clients in all legal matters and to perform related duties as assigned.

**Distinguishing Characteristics:**

Employees in this classification routinely exercise independent judgment guided by law, and occasionally exercise considerable independent judgment in providing legal services to the contracting school agencies.

**Supervision Exercised and Received:**

The incumbent reports directly to the General Counsel and may supervise other classified staff.

**Examples of Duties and Responsibilities:**

*Duties and responsibilities may include, but are not limited to, the following:*

- Assists the General Counsel and under his/her direction serve as legal counsel to contracting school districts;
- Advises the County Committee on School District Organization on its duties and procedures as provided for by the Education Code;
- Advises the Personnel Commission on legal aspects of items affecting the Merit System, including employment, tenure and dismissal of certificated and classified personnel;
- Gives direct legal advice to school districts that have contracted for such matters;
- Prepares and conducts litigation and represents contracting districts in collective bargaining with employee organizations;
- Performs related duties as assigned.

**Employment Standards:**

***Knowledge of:***

- Duties, powers, limitations and authority of public school entities;
- Principles of civil law and their application to governmental subdivisions;
- Legal principles, including civil constitutional and administrative law;
- Legal research methods, rules of evidence and conduct of court proceedings;
- Basic office methods, practices and procedures;
- Standard English usage, spelling, grammar and punctuation;
- Safe work practices.

***Ability to:***

- Respond promptly to requests of all clients; provide needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files;
- Maintain an orderly work environment and perform tasks in prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Interpret, understand and apply information from labor contracts, merit rules, and federal, state and local laws and regulations.
- Must be able to write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;

- Understand and apply principles, techniques and procedures required for effective job performance;
- Negotiate employee organization contracts;
- Draft contracts and legal instruments;
- Research and draft opinions and sample district policies;
- Analyze difficult and complex legal problems and apply legal principles and practices;
- Prepare, present and conduct cases of law, equity and appeals thereof effectively;
- Present statements of fact, law and argument clearly and logically in written and oral form.

**Education and Experience:**

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

***Education:***

- Graduation from an accredited law school.

***Experience:***

- Six (6) years of appropriate legal practice subsequent to membership in the State Bar.
- At least four (4) years of experience in California county/municipal or school law is desirable.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking and standing
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Some positions may require occasional lifting of 30 lbs. without assistance.

**Other Requirements:**

- Provide proof of active membership in the State Bar of California.
- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

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**SCHOOLS LEGAL COUNSEL**

**Definition:**

Under appointment pursuant to Sections 35041.5 and 1298 of the Education Code of California and under general supervision, to perform a variety of professional legal work in all legal matters; to provide legal advice and representation to the Sonoma County office of Education and contracting school districts and to perform related duties as assigned.

**Distinguishing Characteristics:**

This is the entry-level attorney classification in the School and College Legal Services of California office.

**Supervision Exercised and Received:**

The incumbent is responsible to the General Counsel. Incumbents receive close supervision in their initial assignments. As experience with school law is gained, incumbents will work more independently.

**Examples of Duties and Responsibilities:**

*Duties and responsibilities may include, but are not limited to, the following:*

- Confers with and advises the Sonoma County Office of Education and school district clients on legal issues;
- Prepares formal opinions as to the legality of action;
- Drafts and reviews resolutions, contracts, leases, conveyances and other legal documents;
- Prepares pleadings and other papers in connection with lawsuits, trials, hearings and other legal and administrative proceedings;
- Performs a wide variety of legal research and prepares briefs;
- Performs related duties as assigned.

**Employment Standards:**

***Knowledge of:***

- Specialized area of law, such as special education, student discipline, personnel;
- Duties, powers, limitations and authority of California public agencies;
- Rules of evidence and the conduct of court proceedings;
- Legal principles and their application in administrative law;
- Basic office methods, practices and procedures;
- Standard English usage, spelling, grammar and punctuation;
- Safe work practices.

***Ability to:***

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files;
- Maintain an orderly work environment and perform tasks in a prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Understand and apply principles, techniques and procedures required for effective job performance;
- Present statements of fact, law and argument clearly and logically in written and oral form;
- Prepare, present and conduct cases of law in court, administrative proceedings, and on appeal;
- Research, analyze and draft opinions, sample district policies, contracts and legal instruments;
- Learn to work with the California Education Code, the California Code of Regulations, the California Government Code and the California Public Contract Code.

**Education and Experience:**

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

**Education:**

- Graduation from an accredited law school.

**Experience:**

- Experience in California county/municipal or school law is desirable.
- Experience in working in a legal office, which serves schools/school districts and/or other related governmental operations is desirable.

**Other Requirements:**

- Provide proof of active membership in the State Bar of California or indication of recent passage of State Bar of California examination.
- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

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**ASSOCIATE GENERAL COUNSEL**

**Definition:**

Under administrative direction of the General Counsel, to represent public school clients in all legal matters and to perform related duties as assigned.

**Distinguishing Characteristics:**

Employees in this classification regularly exercise considerable independent judgment in providing legal services to the contracting school agencies. Employees in this classification may be assigned and stationed in a county other than Sonoma.

**Supervision Exercised and Received:**

The incumbent reports directly to the General Counsel and may supervise other classified staff.

**Examples of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Assists the General Counsel and under his/her direction serve as legal counsel to contracting school districts;
- Advises the County Committee on School District Organization on its duties and procedures as provided for by the Education Code;
- Advises the Personnel Commission on legal aspects of items affecting the Merit System, including employment, tenure and dismissal of certificated and classified personnel;
- Gives direct legal advice to school districts that have contracted for such matters;
- Prepares and conducts litigation and represents contracting districts in collective bargaining with employee organizations;
- Performs related duties as assigned.

**Employment Standards:**

***Knowledge of:***

- Duties, powers, limitations and authority of public school entities;
- Principles of civil law and their application to governmental subdivisions;
- Legal principles, including civil constitutional and administrative law;
- Legal research methods, rules of evidence and conduct of court proceedings;
- Basic office methods, practices and procedures;
- Standard English usage, spelling, grammar and punctuation;
- Safe work practices.

***Ability to:***

- Respond promptly to requests of all clients; provide needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files;
- Maintain an orderly work environment and perform tasks in prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Understand and apply principles, techniques and procedures required for effective job performance;
- Negotiate employee organization contracts;
- Draft contracts and legal instruments;
- Research and draft opinions and sample district policies;
- Analyze difficult and complex legal problems and apply legal principles and practices;

- Prepare, present and conduct cases of law, equity and appeals thereof effectively;
- Present statements of fact, law and argument clearly and logically in written and oral form;

**Education and Experience:**

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

**Education:**

- Graduation from an accredited law school.

**Experience:**

- Eight (8) years of appropriate legal practice subsequent to membership in the State Bar.
- At least five (5) years of experience in California county/municipal or school law is desirable.

**Physical Demands**

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking and standing
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Some positions may require occasional lifting of 30 lbs. without assistance.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

**Special Assignments:**

- Serves as the lead attorney for a County Office.
- Supervises attorneys in a specialty area such as special education.
- Supervises a regional legal office, when assigned.



**SENIOR ASSOCIATE GENERAL COUNSEL**

**Definition:**

Under administrative direction of the General Counsel, to represent public school clients in all legal matters and to perform related duties as assigned.

**Distinguishing Characteristics:**

Employees in this classification in addition to their normal legal work are assigned at least one of the following: assisting other attorneys in complex legal issues, practicing a unique area of expertise such as litigation; acting as a lead attorney overseeing the work of other attorneys; and/or supervising a regional office, including supervision of other attorneys. Employees in this classification routinely exercise independent judgment guided by law, and occasionally exercise considerable independent judgment in providing legal services to the contracting school agencies.

**Supervision Exercised and Received:**

The incumbent reports directly to the General Counsel and may supervise other attorneys and/or support staff.

**Examples of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Assists the General Counsel and under his/her direction serve as legal counsel to contracting school districts;
- Provides workshops for clients on a variety of legal topics, when assigned.
- Assists other attorneys with complex legal issues and may review the work of other attorneys as assigned.
- Serves as the lead attorney in the area of litigation, as assigned.
- Supervises a regional legal office, including supervision of other attorneys, when assigned.
- Advises the County Committee on School District Organization on its duties and procedures as provided for by the Education Code;
- Advises the Personnel Commission on legal aspects of items affecting the Merit System, including employment, tenure and dismissal of certificated and classified personnel;
- Gives direct legal advice to school districts that have contracted for such matters;
- Prepares and conducts litigation and represents contracting districts in collective bargaining with employee organizations;
- Performs related duties as assigned.
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**Employment Standards:**

***Knowledge of:***

- A specialized area of law such as special education, litigation, or the complex legal issues pertaining to the operation of a County Office or very large school district;
- Supervision, evaluation, and management techniques;
- Duties, powers, limitations and authority of public school entities;
- Principles of civil law and their application to governmental subdivisions;
- Legal principles, including civil constitutional and administrative law;
- Legal research methods, rules of evidence and conduct of court proceedings;
- Basic office methods, practices and procedures;
- Standard English usage, spelling, grammar and punctuation;
- Litigation, court procedures, and administrative hearing procedures, if assigned to litigation.
- Safe work practices.

**Ability to:**

- Effectively deliver legal information in a workshop setting, hearing, or courtroom;
- Respond promptly to requests of all clients; provide needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files;
- Maintain an orderly work environment and perform tasks in prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Interpret, understand and apply information from labor contracts, merit rules, and federal, state and local laws and regulations.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Understand and apply principles, techniques and procedures required for effective job performance;
- Negotiate employee organization contracts;
- Draft contracts and legal instruments;
- Research and draft opinions and sample district policies;
- Analyze difficult and complex legal problems and apply legal principles and practices;
- Prepare, present and conduct cases of law, equity and appeals thereof effectively;
- Present statements of fact, law and argument clearly and logically in written and oral form.

**Education and Experience:**

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

**Education:**

- Graduation from an accredited law school.

**Experience:**

- Ten (10) years of appropriate legal practice subsequent to membership in the California State Bar, of which at least eight (6) years are experience with School and College Legal Services, or equivalent public school legal experience in California.
- Prior supervisory or management experience is desirable.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking and standing.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- Some positions may require occasional lifting of 30 lbs. without assistance.

**Other Requirements:**

- Provide proof of active membership in the State Bar of California.
- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.