



Sonoma County

Office of Education

Date: November 9, 2023

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 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:

SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA

Schools Legal Counsel – Special Education

\$97,690.00 – \$157,350.00

Will also consider one of the following:

Assistant General Counsel

\$110,150.00 – \$196,238.00

Associate General Counsel

\$117,934.00 - \$222,040.00

Senior Associate General Counsel

\$151,345.00 – \$260,660.00

A partial remote work schedule will be considered upon request and based on the experience of the applicant.

School & College Legal Services (1.0 FTE)

Qualifications: Please see attached job descriptions

Work Year: 12 Month Calendar (260 Days)

Application Procedure:

- Completed Edjoin Application
- Letter of Interest
- Resume

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 2023-2024
Effective July 1, 2023**

***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	89,875.00	97,478.00	105,083.00	117,896.00	130,709.00	143,521.00					1
2	Schools Legal Counsel	97,690.00	106,096.00	118,908.00	131,723.00	144,536.00	157,350.00					2
3	Assistant General Counsel	110,150.00	119,357.00	132,172.00	144,985.00	157,798.00	170,611.00	183,424.00	196,238.00			3
4	Labor Relations Coordinator II	117,934.00	127,944.00	137,953.00	147,963.00	157,972.00	170,785.00					4
5	Associate Gen Counsel	117,934.00	127,944.00	137,953.00	147,963.00	157,972.00	170,785.00	183,600.00	196,413.00	209,226.00	222,040.00	5
7	Sr. Assoc General Counsel	151,345.00	162,156.00	172,968.00	183,780.00	196,593.00	209,407.00	222,220.00	235,034.00	247,848.00	260,660.00	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	1900			3
4	Required Annual Billable Hours **	1300	1400	1500	1600	1700	1800					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

When an attorney is paid the Excess hourly rate for up to 99 excess billable hours in a given fiscal year, the payment will be retroactively distributed over 12 months of that same fiscal year. A legal Stipulation that the SCLS "Productivity-Based Billable Hour Pay Schedules" complies with applicable law was executed by PERS on October 27, 2006. CalPERS correspondence dated September 16, 2020 under the subject heading of "Productivity-Based Billable Hour Pay Schedules" confirmed that excess billable hours are creditable compensation. Copies of the Stipulation and letter are available upon request.

**** Compensation for Billable Hours Above those Required for Step Placement (SCLS 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 *1/3 of the hourly rate charged to retainer clients for the attorney's time during that fiscal year. 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 *1/3 of the hourly rate charged to retainer clients for the attorney's time during the fiscal year.

SCHEDULE 204MMO
ANNUAL

BASE HOURS PER DAY	8
BASE AVG DAYS PER YEAR	260
BASE AVG HOURS PER YEAR	2080
MONTHS PAID	12

* Excess Billable Hours Rates for 2023-2024

Schools Legal Counsel	\$88.33/hr.
Assistant General Counsel	\$95.00/hr.
Associate Gen Counsel	\$101.67/hr.
Sr. Assoc General Counsel	\$108.33/hr.

Sonoma County Office of Education – Job Description

Classified Management

SCHOOLS LEGAL COUNSEL – SPECIAL EDUCATION

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 student and special education matters; to provide legal advice and representation to the Sonoma County office of Education and other clients regarding student and special education matters 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.

Example of Duties and Responsibilities:

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

- Proactively advise and provide technical expertise, information and assistance to the Sonoma County Office of Education and other clients on special education general student matters.
- Prepares formal opinions and drafts legal documents, correspondence, policies, rules and regulations regarding special education and general student matters.
- Prepares research memoranda, pleadings and other papers in connection with lawsuits, trials, hearings and other legal and administrative proceedings before the Office of Administrative Hearings.
- Represents the Sonoma County Office of Education and other clients in judicial and administrative proceedings, including representation at mediation and in other negotiations between the parties, before the Office of Civil Rights and/or the California Department of Education.
- Prosecutes student expulsion hearings and personnel matters before district boards of education and acts as an advisor to district and county office boards of education in student expulsions and administrative hearings regarding personnel actions.
- Represents the Sonoma County Office of Education and other clients before local administrative panels and county boards of education. Performs a wide variety of legal research and prepares briefs.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Special education law and laws related to student discipline as well as other student matters.
- 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.
- Demonstrate excellent written and verbal communication skills, including ability to convey complex information to a variety of audiences.
- 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.
- Effectively interact, work, and develop meaningful professional relationships with people of various cultural backgrounds.

Education and Experience:

Any combination of education and experience that would 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 working with administrators and other professionals in the areas of special education.
- 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:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).

- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- 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.

Sonoma County Office of Education – Job Description

Classified Management

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.

Example 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 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 Abilities:

The physical abilities 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 thirty (30) pounds without assistance.

Other Requirements:

- Provide proof of active membership in the State Bar of California.
- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- 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.

Other:

- Revised: January 2005
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented

Sonoma County Office of Education – Job Description

Classified Management

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.

Example 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 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 Abilities:

The physical abilities 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 thirty (30) pounds without assistance.

Other Requirements:

- Provide proof of active membership in the State Bar of California.

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- 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.

Other:

- Revised: June 2004
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented

Sonoma County Office of Education – Job Description

Classified Management

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.

Example 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.

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.
- Analyze difficult and complex legal problems and apply legal principles and practices.
- Demonstrate excellent written and verbal communication skills, including ability to convey complex information to a variety of audiences.
- 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.
- Effectively interact, work, and develop meaningful professional relationships with people of various cultural backgrounds.

Education and Experience:

Any combination of education and experience that would 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 a state bar association, of which at least two (2) years are experience practicing law for a California public entity.
- Prior supervisory or management experience is desirable.

Physical Abilities:

The physical abilities 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 thirty (30) pounds without assistance.

Other Requirements:

- Active membership in the State Bar of California.
- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- 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.

Other:

- Revised: November 2023
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented