



## Job Title: Attorney, Staff (Business Services and Labor)

Salary Schedule: Administrator

Pay Grade: Contract

Job Code: 101810

JDE: A-16.05

### MAJOR FUNCTION:

Provide legal services and guidance to the Superintendent and District administration. Review and negotiate contracts relating to District operations, including real estate, intellectual property, litigation, employment, delivery of ancillary services, and third-party agreements.

### MINIMUM QUALIFICATIONS:

- Doctor of Jurisprudence from an accredited law school.
- Member in good standing of the Florida Bar.
- Admitted or eligible for admission to the bar of the United States Federal District Court for the Middle District of Florida.
- Three (3) years of experience as a practicing attorney with two (2) years of experience in labor relations matters, including litigation and representation

Such alternatives to the above qualifications as the Board may find acceptable.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles, practices, and methods of administering bargaining agreements, national trends in labor disputes in the public sector, and litigating grievances through arbitration.
- Knowledge of Florida Public Employees Relations Commission Rules and Procedures and state and federal labor laws and regulations.
- Knowledge of state and federal laws and regulations pertaining to public education.
- Knowledge of the Sunshine laws, including public meetings and public record laws.
- Ability to represent the District in complex litigation, administrative proceedings, and arbitrations.
- Oral and written communication skills.
- Ability to work with and lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

### REPORTS TO:

Chief Staff Attorney or Designated Administrator

### ESSENTIAL JOB FUNCTIONS:

- Represent the District as legal counsel in labor law related court litigation and third-party proceedings, such as grievance arbitrations, impasse proceedings, mediations, and Public Employee Relations Commission (PERC) hearings.
- Provide advice and legal assistance to the Superintendent and Chief Human Resources Officer on all matters related to the management of the District's labor relations program.
- Develop and maintain a program of equal employment opportunity for the District and ensure that the program is carried out in an exemplary manner.
- Provide direction and services necessary to meet compliance with all state and federal equal employment opportunity and disability legislation and regulations; review complaints and grievances, conduct investigations, and write reports; respond to requests for information from federal and state Equal Employment Opportunity and disability compliance officials.
- Review and negotiate contracts relating to District operations, including real estate, intellectual property, transportation, construction, employment, delivery of ancillary services, and third-party agreements.
- Assist the Chief Operations Officer and Chief Financial Officer with any legal duties and responsibilities, particularly with the office of Procurement Services.
- Assist in coordinating and directing investigations of whistleblower complaints.
- Assist and provide legal guidance on issues related to public records requests.
- Conduct applicable inservice training on legal issues for the District.
- Provide quarterly reports to the Chief Legal Counsel on pending litigation.
- Maintain confidentiality of privileged attorney-client matters.
- Practice and maintain high standards of ethics, honesty, and integrity in all professional matters.
- Follow all District policies and procedures.

### OTHER JOB FUNCTIONS:



## Job Title: Attorney, Staff (Business Services and Labor)

Salary Schedule: Administrator

Pay Grade: Contract

Job Code: 101810

JDE: A-16.05

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

### EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

### OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	80%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%



## Job Title: Attorney, Staff (Business Services and Labor)

Salary Schedule: Administrator

Pay Grade: Contract

Job Code: 101810

JDE: A-16.05

<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

**TERMS OF EMPLOYMENT:** 12-month year. Salary as established by the Board.

**DAYS PER YEAR:** 255

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Non-bargaining

**WORKER'S COMP. CATEGORY:** 9101 – All Other

**BOARD ADOPTION:** 10-7-19

**REVISED:** 1-12-21

**REVIEWED:** COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job-related.