

Mt. Diablo Unified School District
Legal Division Confidential Analyst

SUMMARY DEFINITION

Primary responsibility to provide support to General Counsel; Performs specialized administrative support functions related to the operations and programs of Legal Department

DIRECTLY RESPONSIBLE TO: General Counsel

EXAMPLES OF DUTIES (to include, but not limited to):

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

- Responsible for all incoming calls, emails and walk-ins requesting contact or support of General Counsel **E**
- Monitor and manage Legal Department budget and advise the General Counsel on expenditure trends and anomalies
- Manage budget development by providing detailed justification and persuasive arguments for proposals and/or initiatives
- Review legal bills from external consultants to determine whether they comply to billing agreements
- Implement and closely monitor budget expenditures; provide executive management with an early warning and practical options to potential cost overruns **E**
- Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; adjust plans and programs to meet emerging or new programs, while continuing to address major departmental priorities
- Prepare contracts for the department with outside counsel and vendors **E**
- Recommend acquisition of equipment and/or supplies for the Department
- Assist in purchasing, billing, and inventory control
- Perform preliminary tasks related to request for public records, which includes draft initial responses and make recommendation as to whether records are exempt from disclosure; monitor compilation of documents in response to records requests; ensure timely response to requests for public records **E**
- Redact records as needed
- Maintain files associated with requests for public records
- Maintain legal files **E**
- Assist with Tort Claims
- Calendar deadlines to ensure procedural compliance
- Manage and schedule the General Counsel's calendar
- Provide administrative support to General Counsel **E**
- Oversee clerical staffing and personnel-related functions, as assigned
- Manage Legal Department special projects and programs

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- Operates a variety of office equipment, including computers with word processing software spreadsheets, and database programs
- Perform related duties as assigned

The Legal Division Confidential Analyst will also support the Civil Rights Officer/Title IX Coordinator with complex administrative duties, such as:

- Complaint in-take responsibilities
- Calendar deadlines to ensure procedural compliance
- Assist with complainant and witness interviews
- Assist with preparation of training for District staff
- Perform related duties as assigned

EDUCATION AND EXPERIENCE:

- Possession of a Baccalaureate Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education or related fields, or other subject areas closely related to a specific departmental program or function
- Three (3) years full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, budget development and/or administration, development and administration of contractual agreements and/or grants, or other closely related functional areas
- Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel as needed
- Substitution: Applicants may substitute up to 2 years of the required education with additional qualifying experience in program/office/operations management, budget development and/or administration, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

KNOWLEDGE OF (OR STRONGEST CANDIDATES WILL):

- Excellent verbal and written communication skills
- Budget planning and development
- Financial/fiscal monitoring and reporting activities
- Independently perform research, analysis, and other assignments
- Be able to manage multiple projects and competing priorities simultaneously
- Prioritize responsibilities and meet established timelines and deadlines
- Train staff and partners on new practices, policies, and corresponding software applications
- Ability to connect with others and build effective professional relationships
- Project a friendly, welcoming, professional, and collaborative personality
- Willingness to learn and growth mindset
- Have experience in a large school district is (highly desirable)

ABILITY TO:

- Ability to exercise a high level of discretion and manage confidential and sensitive information
- Ability to act independently, take initiative, and exercise sound judgment

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and proof of insurance are required
- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Within 60 days of hire, provision of TB (tuberculin) clearance, as mandated by the California Education Code

WORKING ENVIRONMENT:

- Office environment, driving a vehicle to conduct work
- With or without accommodation, the ability to see and hear to conduct work and speak to exchange information
- The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files
- Reading, writing, operating computer keyboard

PHYSICAL ABILITIES:

- Hear and speak to make presentations and exchange information in person and on the telephone
- Communicate so others will be able to clearly understand normal conversation
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper
- See to read, prepare documents and reports and to observe other personnel
- Sit or stand for extended periods of time
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations
- Hear and understand speech at normal levels;
- Kneel, bend at the waist, reach overhead, above the shoulders, and horizontally;
- Lift objects weighing up to 25 pounds.

BOARD APPROVED: August 28, 2024

Salary Range: 633, 260 days DMA Confidential