



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 12/16/2021

Associate Counsel

Pay Scale: B

Level: 28

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Human Resources and Talent Development (HRTD) is committed to the recruitment, development, engagement and retention of employees. HRTD performs essential functions to support schools and facilities which include recruiting, hiring, onboarding, training, personnel record keeping, employee relations, and ensuring compliance and equity in the workplace. The department includes the following teams: Elementary, Secondary, Support Services, Recruitment, Operations, Classification & Compensation, Workplace Relations, Performance Management, Talent Development, Employee Recognition, Title IX, Equity & Compliance, Labor Relations, Substitute Management, Employee Benefits and Leave & Disability.

Job Overview

Provides in-house legal counsel on a wide array of employment-related matters, such as equal employment, workers' compensation, minimum wage, overtime, unemployment compensation, benefits, termination, civil rights, employment contracts, grievances and HR policy. Provides advice and recommends courses of action to leadership and represents the Division in response to employment-related lawsuits, effectively managing all phases of pending litigation. Provides interpretation of laws and policies to help ensure the Division's compliance with local, state and federal employment laws and regulations; and responds to inquiries, orders and complaints from administrative agencies.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Provides consultation, support, and advice to HRTD and division leadership and management on a full range of employment-related issues
- Develops and facilitates or consults on management training and in-service training on employment issues, laws, and regulations
- Drafts and/or revises analyses, reports, correspondence, and policies relating to employment matters
- Provides legal advice on responses to regulatory agency inquiries, complaints, audits, and initiatives; and investigates and responds to federal and state administrative complaints
- Provides case management for employment-related litigation, including responding to demand letters, negotiating resolution of claims, and making recommendations on corrective action
- Actively monitors employment law, issues, and trends to identify and assess risk; and advises leadership accordingly
- Conducts highly confidential investigations involving employee grievances and misconduct
- Drafts disciplinary charges resulting from investigations and prepares related correspondence
- Coordinates with outside counsel on legal matters that require additional legal support

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Juris Doctor degree from an accredited school of law

Experience

Three (3) years of experience practicing employment law in a public or private sector legal or human resources department

Licenses and Certifications

Licensed (or eligibility for license) to practice law in the Commonwealth of Virginia

Member in good standing (or eligibility for membership) in the Virginia State Bar

Knowledge, Skills and Abilities

- Demonstrated knowledge of human resources and employment law, policies, issues and trends
- Demonstrated knowledge of state and federal employment laws and regulations including, but not limited to, Americans with Disabilities Act, Family Medical Leave Act, Fair Labor Standards Act, Health Insurance Portability and Accountability Act, Title IX, Title VII, and Federal Educational Rights and Privacy Act
- Knowledge of administrative law, rules and procedures
- Knowledge of the principles, techniques and practices of legal research and investigation.
- Knowledge of principles and techniques of litigation and legal procedure
- Ability to communicate effectively and persuasively, both orally and in writing
- Ability to establish and maintain effective working relationships at all organizational levels
- Proficiency in the use of office equipment, including personal computer and related hardware and software
- Ability to model behavior of high integrity, professionalism, and customer-focus
- Ability to maintain strict confidentiality
- Ability to interact effectively with individuals of diverse backgrounds and cultures
- Ability to interpret, explain and apply legal and technical language

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.