

UNIVERSITY ASSISTANT GENERAL COUNSEL

This is responsible work in the provision of legal services to the University of Hawai'i. A position in this class is an attorney in the Office of the Senior Vice President for Legal Affairs and the University General Counsel. A position in this class provides day-to-day legal advice and service to University administrators in areas such as employment, benefits, workers' compensation, torts, contracts, leasing, legislation, etc. Duties include determining legal ramifications and making recommendations; reviewing proposed policies, procedures, and rules for the University to ascertain impact; interpreting and providing legal opinions on matters affecting the University; taking matters to litigation; advising the University in developing policies, rules, regulations, and procedures; assisting University officials and staff on matters relating to employment, contracts, benefits, collective bargaining, workers' compensation, leasing, torts, legislation, etc.; representing the University in Federal and State court, administrative hearings, and arbitrations; preparing and reviewing legal documents; providing training to the University administrators and staff; performing legal research and analysis under the direction of senior University attorneys for precedent-setting cases; providing advice and counsel to executives and administrators on legal matters relating to areas assigned; reviewing and approving as to legality and form, contractual documents relating to the acquisition and transfer of interests in land; preparing and/or reviewing legal documents; and representing the University in administrative hearings, including but not limited to proceedings before the Hawai'i Labor Relations Board, Labor Appeals Board, Hawai'i Civil Rights Commission, grievances and arbitrations. In addition, this position assists in the provision of advisory services and support services as well as drafts legislation and represents the interests of the University when working with regulatory agencies, courts, and legislative bodies.

Work is performed under the general supervision and guidance from senior attorneys, as appropriate. A position in this class is expected to exercise judgment, discretion, and initiative, with the ability to understand and apply complex legal concepts and communicate effectively with diverse constituents in higher education. In addition, the work requires the ability to establish and maintain positive and effective working relationships.

The establishment of the managerial class, University Assistant General Counsel Counsel is effective
01-16-2000.



Senior Vice President for Administration

1/14/00

Date