



January 27, 2016

***** INTERNAL AND EXTERNAL POSTING *****

POSITION:	General Counsel
RESPONSIBLE TO:	Executive Director
SALARY RANGE:	Salary – Commensurate with the provisions of the Management Agreement
SEND APPLICATION AND RESUME TO:	jobs@oregoned.org
CLOSING DATE FOR APPLICATIONS:	February 16, 2016
JOB DESCRIPTION:	See attached

OREGON EDUCATION ASSOCIATION

An equal opportunity employer

JOB DESCRIPTION

Job Title: General Counsel
Classification: Exempt (Salary), Fulltime
Salary Grade: Management Agreement
Reports To: Executive Director
Date Updated: January 27, 2016

The General Counsel manages the member legal services and corporate legal affairs programs of the Association and advises Association leaders, members and staff on collaborative bargaining and individual employment issues. In conjunction with the Assistant Executive Director for Public Affairs, the General Counsel also works with the Public Affairs department on legislative and ballot measure issues as needed.

DUTIES AND RESPONSIBILITIES:

1. Legal Services for Members/Locals
 - A. Supervises and coordinates the OEA/NEA Legal Defense Program. Manages the Association Professional Liability coverage and NEA-related programs with the Legal Defense Program Committee.
 - B. Provides legal advice and counsel to OEA Board of Directors, leaders and professional staff on labor, employment, licensure and education law issues.
 - C. Manages all legal services provided by outside counsel.
 - D. Reviews bills and case files and related data processing.
 - E. Provides staff and member training on legal issues of concern to OEA members.
2. Direction of Staff

The General Counsel supervises and evaluates a legal assistant.
3. Internal Staff Relations
 - A. Provides legal advice and counsel to Executive Director, Managers and Board on staff labor relations.
 - B. Serves as member and/or spokesperson for OEA Board Bargaining team during staff contract negotiations with Professional and Associate Staff.
 - C. Administers staff contracts and personnel policies.
 - D. Manages and processes internal staff union grievances and arbitrations.

4. OEA Corporate Legal Affairs
 - A. Oversees and works with outside counsel on OEA corporate legal matters.
 - B. Oversees corporate legal documents preparation, commercial agreements and contracts, and property matters.
5. Public Affairs/Government Relations
 - A. Assists in reviewing and drafting legislation and may testify before legislators or agencies as needed.
6. Pension and Retirement Income Matters
 - A. Advises OEA Management and Board on staff pension plan issues.
 - B. Advises OEA Management and Board on issues relating to staff 401K plans.
 - C. Oversees and works with outside counsel on staff pension and 401K plans.
 - D. Represents management on 401K Committee.
7. Serves as staff to the OEA Relief Fund Committee; Bylaws and Policies Committee; Legal Defense Program Committee and Judicial Panel Committee.
8. Carries out other duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS:

1. License to Practice law in Oregon; Seven years of experience practicing law with extensive knowledge of public and private sector labor law under state and national labor law statutes; knowledge and experience with state and federal discrimination and civil rights statutes; knowledge and experience with collective bargaining negotiations, contract grievances and arbitrations; knowledge and experience with state licensing statutes and administrative rules governing the licensure and discipline of school teachers; and, knowledge and experience with statutes that govern the evaluation and dismissal of school teachers.
2. Excellent interpersonal communication skills, analytical skills and writing skills.
3. Computer and telecommunications skills. Familiarity with basic software programs, including but not limited to Microsoft Office Suite.
4. Strong verbal, written, and electronic communication skills.
5. Valid driver's license. Ability to drive for work-related purposes on a regular basis.

Acknowledgement:

_____/_____
Employee (print/sign name)

Date

_____/_____
Human Resources (print/sign name)

Date