

## Klamath Community College

**Executive Director of Legal Counsel/Human Resources/Special Projects**

<b>SALARY</b>	\$7,916.67 - \$10,833.33 Monthly \$95,000.00 - \$130,000.00 Annually	<b>LOCATION</b>	Klamath Falls, OR
<b>JOB TYPE</b>	Full-time Exempt	<b>JOB NUMBER</b>	2022-16
<b>DEPARTMENT</b>	President	<b>OPENING DATE</b>	03/11/2022

**Description**

**Open until filled. For best consideration apply by April 8th.**

The Executive Director of Legal, Human Resources, and Special Projects is responsible for the administration, planning, development, and implementation of Human Resources functions and activities; serves as in-house legal counsel; provides legal advice and manages legal resources of all kinds to meet the needs of the College and support employees in carrying out their duties; works with special projects; and serves as a member of the President's Cabinet.

**Examples of Duties**

To perform the job successfully, an individual must be able to perform satisfactorily each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the position description satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Serves as in-house general counsel; provides legal advice and manages legal resources of all kinds to meet the needs of the College and support employees in carrying out their duties.**

- Develops, interprets, and administers policies, procedures and guidelines for the College
- Prepares legal notices, releases, waivers, contracts, memoranda of understanding, grant-related documents required to be prepared and submitted by legal counsel, and any other legal documents needed for College operations
- Advises and communicates with administrators and other college staff on state and federal regulations and laws related to College legal matters
- Collects data from various sources and prepares the annual Clery report
- Give accurate and timely counsel to staff on a variety of legal topics
- Specify internal governance policies and regularly monitor compliance
- Serves as the College's risk manager; collaborates with insurance agent(s) to ensure adequate and appropriate insurance coverage
- Research and evaluate different risk factors regarding business decisions and operations
- Apply effective risk management techniques and offer proactive advise on possible legal issues
- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust
- Draft and solidify agreements, contracts and other legal documents to ensure the safeguard of the College's full legal rights
- Works directly with all College departments to update standard College contracts, help with drafting unique contracts, and be available to answer a variety of questions
- Assists with investigations regarding claims against the College, including worker's compensation, tort suits, employment disputes, Americans with Disabilities Act (ADA)-based disputes, and general liability tort claims

- Advocates for the College's position in negotiations of non-employee related contracts; settles or makes recommendations to College executive team and Board of Education regarding legal issues
- Researches and keeps informed about legislative and judicial action and changes which affect department and college operations and ensures compliance of operations
- Implements and maintains system to track College legal issues and potential claims
- Deal with complex matters with multiple stakeholders and forces
- Provide clarification on legal language or specifications to everyone in the organization
- Maintain current knowledge of alterations in legislation
- Responds to EEOC/OCR and BOLI complaints on the College's behalf
- Keeps records of insurance coverage and pension plan
- Follows through with requests for information from external agencies and organizations, including (but not limited to) OCCA, CCWD, HECC, other state agencies, the Board of Education, and the legislature
- Advises on College archives, copyright, and public records-related issues
- Counsels the Vice President of Administrative Services on various legal issues regarding construction, contracts, and development matters as applicable
- Retains outside counsel when legal expertise is required and acts as primary college contact
- Coordinates with outside counsel on matters defended by outside legal counsel pursuant to the College's contracts of insurance
- Reviews attorney fee statements for approval and payment
- Attends monthly Board of Education meetings and Executive Sessions when needed
- Provides support for accreditation activities and affirmation
- Coordinates all campus wide impacted activities (example COVID, fire drills, active shooter training), ensuring protocols are followed and proactively communicates to students and employees providing timely updates
- Assists in the implementation and interpretation of the collective bargaining agreements
- Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends
- Processes confidential information including but not limited to the preparation of statistical reports for use in collective bargaining

**Responsible for the administration, planning, development, and implementation of Human Resources functions and activities.**

- Counsels and advises the Human Resources Manager and all departments regarding the legalities surrounding human resources-related issues
- Responds to Equal Employment Opportunity Commission/Office of Civil Rights (EEOC/OCR) and Bureau of Labor and Industries (BOLI) complaints on the College's behalf
- Plans and coordinates the recruitment and selection of all College employees; develop recruitment guidelines and processes to ensure equal opportunity, diversity, and quality in the appointment, promotion, transfer, reassignment and retention of employees
- Ensures the fair, updated, consistent, efficient, and objective interpretation and application of human resources policies and procedures
- Writes directives advising employees of institutional policies regarding equal employment opportunities, compensation, and employee benefits
- Ensures that College policies and procedures comply with state and federal laws and regulations
- Leads the design, implementation, and maintenance of a comprehensive employee evaluation program
- Assists in the resolution of personnel issues and actively participates in discipline and discharge situations, ensuring proper documentation and consistency of treatment
- Plans and implements staff development and actively participates in pre-service development and activities
- Keeps records of insurance coverage, pension plan, and personnel actions including hires, promotions, transfers, evaluations, and separations
- Serves as the College's compliance officer for state and federal laws relating to personnel issues, including (but not limited to) ADA, Title IX, civil rights, Occupational Safety and Health Administration (OSHA), Fair Labor Standards Act (FLSA), Family and Medical Leave Act/Oregon Family Leave Act (FMLA/OFLA), Affirmative Action Program (AAP) and Equal Employment Opportunity (EEO)
- Prepares letters of appointment for the President's signature, employee separation notices, and related documentation
- Responsible for exit interviews

- Writes and delivers presentations to College personnel and Board of Education regarding Human Resource policies and procedures
- Assists the President in the annual Board self-assessment process
- Oversees campus wide special projects as assigned by the President
- Oversees the development of the Employee Handbook

**Serves as college lead with respect to security issues on campus.**

- Works with the colleges Security Substation in coordination with the Sheriff's department, for on campus security coordination and needs.
- Works with Klamath County Sheriff deputy on campus to investigate and report campus incidents in order to provide appropriate information to the Administration, Faculty, Staff, and Student body. This is done through appropriate methods including campus wide notifications.
- Coordinates with the Vice President of Administrative Services to accomplish physical needs of security on campus.
- Maintains current knowledge of security systems operations, including video surveillance, alarms, fire, and locking systems along with security methods, materials, and equipment.
- Participates as the Chair of Campus Safety Committee; inspects and makes safety recommendations. Schedules fire alarms when necessary.
- Closely coordinates with the Klamath County Sheriff deputy on campus on any current or potential personnel issues that are criminal or create a safety risk, such as restraining orders and employee discharges.

**Serves as a member of the President's Cabinet.**

- Prepares monthly Board report for the department
- Participates in college Shared Governance through service on councils and task forces
- Prepares and administers the budget for the departments of Legal, Human Resources, and Security

**Supervisory Responsibilities**

- Supervises the Human Resources Manager, Human Resources Assistant and the Klamath County Sheriff Deputy on campus (in conjunction with the Klamath County Sheriff).

**Knowledge, Skills and Abilities Needed To Perform This Role**

- Strong skills in in problem solving, critical thinking, planning, and project management
- Demonstrated ability to provide leadership in human resources
- Demonstrated ability to lead groups working in a collaborative, strategy-driven environment
- Ability to analyze problems, determine effective pragmatic solutions, and take independent action to ensure successful results
- Ability to collect, organize, and analyze data utilizing spreadsheets and statistical programs
- Excellent computer skills utilizing word processing, database and spreadsheet programs
- Ability to prepare clear, concise, comprehensive written and oral reports
- Ability to communicate effectively with diverse populations verbally and in writing
- Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students, and the public
- Knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination
- Outstanding communication skills
- High degree of professional ethics and integrity

**Physical Demands and Working Conditions**

- Frequently moving from stationary sitting positions to standing and walking

**Qualifications****Education, Experience, and Licensing**

- Juris doctorate from an accredited law school is required. In addition, a master's or bachelor's degree in higher education administration, assessment, educational research, human resources administration, or a related field from an accredited institution is preferred.

- License to practice law in Oregon or ability to become licensed in Oregon within 12 months of hire.
  - Previous experience in higher education administration or a combination of education and human resources experience that yields the required knowledge, abilities, and skills required to accomplish successfully the essential duties and responsibilities of this position.
  - Experience with accreditation and collective bargaining is preferred.
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**Agency**

Klamath Community College

**Address**

7390 S. 6th Street

Klamath Falls, Oregon, 97603

**Phone**

541-882-3521

**Website**

<http://www.klamathcc.edu>