



Office of Human Resources  
Legal Administrator II - CL3193  
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### General Statement of Duties

Performs management, supervisory, administrative, operational and fiscal activities or projects within a specialized functional area with section-wide impacts, which requires a thorough foundation in the principles and practices of the functional area in order to maintain and improve the efficiency and effectiveness of the functional area, and provides direction to department leaders with regard to strategic planning associated with the functional area for the section within the City Attorney's Office, District Attorney's Office, and Office of Municipal Public Defender.

### Distinguishing Characteristics

This class is exclusive to legal departments and agencies and performs supervisory work over a section's administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range and short-term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with departmental plans and goals. This class also works within an agency or department performing various budget related functions and oversees the section's purchasing and procurement functions.

The Legal Administrator II has section-level responsibilities and may have some department-level responsibilities within a defined scope and serves as an expert with regard to a section's management, supervisory, administrative, operational and fiscal matters and is a resource within the section's specialized functional areas of accounting, budgeting, or finance, resolves complex and technical issues, designs business systems and processes, and creates policies and procedures in alignment with the fiscal rules and regulations that directly impact the day-to-day operations within the section's specialized functional area. This classification typically reports to a manager or a Legal Administrator III.

This class is distinguished from the Legal Administrator I that has section-level responsibilities within a defined scope and performs supervisory duties over a section's administrative, paraprofessional, and/or technical staff and supports professional and/or higher-level supervisors/managers through the application of the principles of legal management to accomplish the operational goals of the section's assigned area(s). This classification typically reports to a manager or a Legal Administrator II

This class is distinguished from the Legal Administrator III class that has department-level responsibilities and may have some city citywide responsibilities within a defined scope and performs supervisory work over a department(s)' administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range and short-term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with the departmental plans and goals. This class also works within an agency performing various budget related functions or works within an organization and oversees the purchasing and procurement functions of the agency. The Legal Administrator III serves as an expert with regard to the agency's management, supervisory, administrative, operational and fiscal matters and is a resource within the specialized functional areas of accounting, budgeting, or finance, resolves complex and technical issues, designs business systems and processes, and creates policies and procedures in alignment with fiscal rules and regulations that directly impact the day-to-day operations within the agency's specialized functional area. This classification typically reports to an executive level position.

#### Administrator Definition:

An Administrator serves as a technical expert and resource in a specialized, functional area by resolving complex, technical issues and designing systems, processes, guidelines, rules, and standards that are critical and directly impact the on-going operations and policies in the functional area.

**Level of Supervision Exercised**

By position, performs supervision or lead work over employees within a specialized functional area.

**Essential Duties**

Manages a section's administrative, paraprofessional, and/or technical staff, implements and monitors performance criteria to achieve the section's goals and objectives, and keeps supervisory/management level personnel abreast of trends and issues in the work area.

Manages the functional and/or operational area(s) within a section such as accounting, budgeting, finance, purchasing and procurement, human resource management, operational management, compliance and reporting, information management, information technology operations, expenditure control, and process improvement.

Develops a section's short-term and long-term initiatives, goals, objectives, and key performance indicators (KPIs).

Assists with division's annual budget; tracks, monitors and projects expenditures; oversees assets; prepares justification and reports with regard to a specific section's budget and associated business needs; ensures all budgets remain at or below established targets; and coordinates with other agencies regarding cross-departmental budgetary needs.

Prepares and/or oversees preparation of the section's annual report. Details accomplishments, goals, objectives, and evaluates overall performance of the division's functional area or activities.

Assists with the development of contracts within the section's functional area including drafting RFPs for professional/service contracts, evaluating proposals, participating in selecting successful bidders, administering contracts, monitoring contracts for compliance and expenditures; and directs the acquisition of new materials through procurement process.

Manages and participates in legal, fiscal, and procedural monitoring of activities, evaluates the effect of unforeseen developments of plans and activities, and presents to top level management suggested changes in function direction and redirection.

Ensure compliance with fiscal rules and policies, monitors and assesses compliance, and makes recommendations for improvements. Develops and implements policies and procedures that impact business operations and administrative activities at the section level, modifies and implements procedures to increase operating efficiency, and determines the effectiveness of desired results.

Coaches, mentors, and challenges a section's staff; champions continuous improvement, including devising new strategies and new opportunities; and leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written responses; documents cause for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Performs other related duties as assigned or requested.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Decision Making - Specifies goals and obstacles in achieving goals, generates alternatives, considers risks and evaluates and chooses the best alternative to make determinations, draw conclusions or solve a problem.

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards of an organization, self and others; chooses an ethical course of action; is trustworthy.

Leadership - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff, adapts leadership styles to various situations, models' high standards of respect for individuals by applying these values daily.

Oral Communication - Expresses information, ideas, and facts to individuals or groups by effectively considering the audience and nature of the information; makes clear and convincing oral presentations; listens to others; and facilitates an open exchange of ideas.

Problem-Solving - Identifies and analyzes problems; determines accuracy; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments and recommendations.

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Strategic Thinking - Formulates objectives and priorities and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

**Knowledge & Skills**

Knowledge of Financial Management regarding general accounting procedures, systems, terms, concepts and policies, including familiarity with general ledger, general journal entries, fixed asset accounting, accounts receivable, and accounts payable; knowledge of methods of financial analysis; knowledge of budgeting, financial reporting, cash flow analysis, model building, and variance analysis; knowledge of financial controls (e.g., division of responsibilities).

Knowledge of Human Resources Management regarding procedures and tools for recruiting, selecting, and promoting employees; knowledge of U.S. federal, state employment laws, career service employment rules; knowledge of performance management systems (e.g., appraisal, disciplinary, and termination procedures); knowledge and expertise in personnel training and development systems/methods; knowledge of employee motivational techniques; knowledge of substance abuse issues in the workplace (e.g., intervention techniques, assessment and treatment resources);

Knowledge of Organizational Development regarding knowledge of leadership styles and techniques; knowledge of team development and management; knowledge of organizational development techniques (e.g., change management); knowledge and skill in negotiation and conflict management techniques.

Knowledge of Business Management/Legal Industry regarding knowledge of workforce demographics and trends; knowledge of planning techniques (e.g., strategic, disaster, and business planning); knowledge of procurement and contract management procedures (e.g., developing requests for proposals, evaluating proposals, overseeing contractor performance); knowledge of the American Bar Association Model Rules of Professional Ethics as it pertains to law firm management (e.g., conflict of interest, advertising, client file management); knowledge of changes/trends in the legal industry; knowledge of records management and retention requirements (e.g., requirements for paper and electronic documents, discovery holds and requests).

### Education Requirement

Bachelor's Degree in Business Administration, Management, Public Administration, or a related field.

### Experience Requirement

Three (3) years of experience in a legal office performing administrative functions in the day-to-day operations of the organization and two (2) years of supervisory experience.

### Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

Additional appropriate education may be substituted for the minimum experience requirements, except for the two years of experience in a supervisory position.

### Licensure & Certification

By position, requires a Paralegal Certification or Certified Legal Manager Certification.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Work involves pressure due to multiple calls and inquires; subject to many interruptions, varying and unpredictable situations.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/Hand/Foot Coordination: performing work through using two or more.

Repetitive Motions: making frequent movements with a part of the body.

Near Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check  
By position, Licenses/Certification

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** L-813  
**FLSA Code:** Y  
**Established Date:** 8/18/2019  
**Established By:** GT  
**Revised Date:**  
**Revised By:**  
**Class History:**