



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

*Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.*

## JOB ANNOUNCEMENT

### LEGAL ANALYST - LITIGATION

**DATE POSTED:** March 8, 2019

**APPLICATION DEADLINE:** April 8, 2019

**Position #/Range:** 4092/51.01

**Union Status:** Non-Union

**Starting Pay Range:** \$23.23 - \$25.64 per hour

**Status/Hours:** Full Time/Non-Exempt

**Hours of Work:** 8:00 a.m. - 5:00 p.m.

**# of Weeks:** 52

**Location:** 5660 Copley Drive - San Diego, CA 92111

**Dept./Program:** Legal Department

#### **Basic Job Assignment:**

Under the direction of the General Counsel, the Legal Analyst will primarily focus on assisting with litigation management, document production, investigation of internal complaints, policy drafting, and general legal research and writing.

#### **Employment Requirements:**

The ideal candidate is a self-motivated, independent worker who possesses a general familiarization with California family law, labor and employment law, theories, practices and principles, including California civil litigation procedures, document discovery, and litigation file management, legal research and writing. Demonstrates a working knowledge of techniques for soliciting and gathering information; identifies appropriate sources of information. Must be able to maintain confidentiality for all Legal Department matters at all times. Communicate with diverse audience and executive level staff. Operate a personal computer, Excel, PowerPoint, and Word. Prepare clear, concise and comprehensive memoranda, reports and presentation materials; complete work in a timely manner, exercise sound independent judgment within general policy guidelines; understand, interpret, explain and apply state, local and NHA regulations and policies regulating Legal and administrative matters; establish and maintain effective working relationships with management, staff, volunteers and others encountered in the course of work. Must have excellent writing skills, a strong work ethic and be detail oriented; Must be able to work independently and have advanced organizational skills and business intelligence; Strong interpersonal and communication skills, in person and on the telephone required.

#### **Qualifications:**

- Graduation from a four-year college or university desired; ***AND***
- Minimum one (1) year experience performing litigation management, conducting internal investigations, policy drafting, and legal research and writing, including analysis of pending legislation affecting operations, or equivalent experience.
- Paralegal certification highly desired.
- Experience with non-profit agency desired.
- Must be able to pass criminal background check.
- A valid California driver's license required.



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### **Example of Major Functions:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

### **Litigation Management:**

Assist with maintenance of litigation and administrative hearing files, including drafting and revising *Document Preservation Notices*. Assist with document production in connection with discovery motions, subpoenas, or other record requests. Scan, copy, file, maintain, and retain documents in accordance with NHA's Corporate Record Retention Policy. Review invoices from outside counsel to ensure accuracy and to contain legal costs. Assist with tracking and maintaining calendar of important deadlines for litigation, arbitration and related hearings, etc.

### **Internal Investigations:**

Assist with investigation of internal complaints of alleged policy violations, conduct interviews, and draft summary of findings and recommendations in accordance with established procedures for responding to incidents, determines and documents information pertinent to incidents; communicates proposed resolutions, disciplinary actions, or results to General Counsel. Prepare draft responses for complaints concerning employee discrimination matters and/or policy violations. Assist with reviewing employee's personnel files and/or investigation files as needed; Prepare responses and inquiries from outside agencies (e.g., government agencies, etc.) to assist in resolving issues. Ensure California labor laws are considered in all prepared responses.

### **Employment Law Matters:**

Assist with periodic staff training on NHA's policy and labor law issues. Assist with preparation and review of policies related to all aspects of business operations and personnel matters in accordance with California labor laws and related Head Start, State, Federal, and/ or other program regulations. Research and draft recommendations for employment matters including: leaves of absence, workplace accommodations, workplace safety, harassment, discrimination, wage and overtime standards.

### **Family Law Matters:**

Assist with review and interpretation of court orders and other documents relating to restraining orders, and custody documents affecting parents, guardians, and clients receiving program services.

### **Federal and State Legislation Tracking and Analysis:**

Assist with review and interpretation of relevant pending legislation, news stories, public record testimony, and related regulatory agency releases impacting the organization's business operations.

*Participates in special projects to support the Legal Department and performs other related duties as required and assigned.*



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### **APPLICATION SUBMITTAL INSTRUCTIONS:**

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41<sup>st</sup> Street, San Diego 92113; or on the Agency website at [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org). Applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: [recruiting@neighborhoodhouse.org](mailto:recruiting@neighborhoodhouse.org).

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

**NOTE:** *Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.*

### **ABOUT NHA:**

The neighborhood House Association is a non- profit organization. Head Start positions are funded in whole or in part by money provided through the State and Federal Government. Additionally, some Social Service Program positions may be funded in whole or in part through grant funds. Because positions and salaries may be funded through grants, and State and Federal funds ongoing employment will be contingent upon the continued receipt of these funds.

### **BENEFITS:**

Eligible employees receive the following benefits:

- Vacation;
- Sick leave;
- 13 paid holidays;
- Two (2) personal days;
- Four (4) days annual bereavement leave;
- 401K Retirement Plan;
- Medical;
- Dental;
- Flexible Spending Account (FSA);
- Life & Disability insurance;
- Supplemental Life & Voluntary Products;
- Social Security;

*\*Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.*

### **INTRODUCTORY PERIOD:**

All regular appointees serve a six (6) month introductory period.

### **CITIZENSHIP/IMMIGRATION STATUS:**

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

*This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.*

**Please note that offers of employment are only valid if they are made by the Human Resources Department**