<table>
<thead>
<tr>
<th>Job Level</th>
<th>Manager 1</th>
<th>Manager 2</th>
<th>Manager 3</th>
<th>Manager 4</th>
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</thead>
<tbody>
<tr>
<td>Job Title</td>
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<td>Managing Counsel 3</td>
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<tr>
<td>Job Code</td>
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<td>Per. Program</td>
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<tr>
<td>FLSA</td>
<td>Exempt</td>
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<tr>
<td>Generic Scope</td>
<td>Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.</td>
<td>Oversees through subordinate Managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate Managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets.</td>
<td>Oversees through subordinate managers one or more large, complex departments or businesses units with multiple functional disciplines / occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of department resources and the development of systems and procedures to protect organizational assets.</td>
<td>Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identiﬁes objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.</td>
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<tr>
<td>Custom Scope</td>
<td>Manages assigned legal practice area, as well as providing direct client service. Serves as a resource to subordinates on highly complex legal matters or problems in the assigned practice area; advises and renders opinions to senior management with respect to the legal implications of establishing or changing policy; works with representatives of the campus on developing and modifying practices and procedures to conform with legal requirements.</td>
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<td>Key Resp 01</td>
<td>Proactively contributes to strategic planning for the section and plays a key role in the implementation of identiﬁed goals and priorities.</td>
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<tr>
<td>Key Resp 02</td>
<td>Provides direct client service - relied upon for high quality, timely and solution-oriented counsel</td>
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## Job Family
Legal

## Job Function
Counsel

## Category
Supervisory & Management

### Job Summary
Involves providing research and advice on legal issues affecting UC Campuses, Medical Centers, Office of the President and/or the University at-large. Provides the full range of legal services to clients in the following practice areas: labor and employment, faculty and student affairs, health law, governance and public accountability, construction, land use, research compliance, intellectual property, business transactions, litigation, real estate, taxes and gifts and estates, as well as expertise regarding the regulations and policies of The Regents, and other University policies. Direct services include litigation, contract negotiations, advice, and assisting with the development of effective compliance and risk mitigation strategies to facilitate the University's complex operations.

### Key Resp 03
**Serves as a trusted strategic partner with University business units, providing practical advice and alternative solutions to business issues.**

### Key Resp 04
**Contributes toward the implementation of the outside counsel cost reduction plan.**

### Key Resp 05
**Actively manages outside counsel budget for legal specialty area.**

### Key Resp 06
**Keeps informed on legislation and case law developments affecting overall operations of the University or the legal practice area.**

### Key Resp 07
**Ensures compliance with delegations of authority, including contracting and committing University funds.**

### Key Resp 08
**May directly negotiate matters on behalf of The Regents.**

### Key Resp 09
**Provides an environment of individual growth and career development, recognizing and utilizing skills of others through clear, specific and timely performance feedback; recruits, mentors and retains employees; provides effective coaching, delegates effectively and rewards superior performance.**

### Key Resp 10
**Develops clear, written performance goals and objectives annually for direct reports and contributes to the development of same for all members of the legal staff.**

### Key Resp 11
**Provides feedback to direct reports regarding progress toward goals and objectives throughout the performance review cycle.**

### Key Resp 12
**Provides recommendations for salary adjustments.**

### Key Resp 13
**Provides proactive and consistent contributions and leadership for OGC projects and initiatives.**

### Key Resp 14
**Ensures that direct reports provide contributions for projects and initiatives.**

### Key Resp 15
**Monitors workload of team and direct reports; evaluates client service, resource capacity and...**
Job Family: Legal

Job Function: Counsel

Category: Supervisory & Management

**Job Summary**

Involves providing research and advice on legal issues affecting UC Campuses, Medical Centers, Office of the President and/or the University at-large. Provides the full range of legal services to clients in the following practice areas: labor and employment, faculty and student affairs, health law, governance and public accountability, construction, land use, research compliance, intellectual property, business transactions, litigation, real estate, taxes and gifts and estates, as well as expertise regarding the regulations and policies of The Regents, and other University policies. Directs services include litigation, contract negotiations, advice, and assisting with the development of effective compliance and risk mitigation strategies to facilitate the University's complex operations.

**Education 1**

Must possess a J.D. from an accredited law school.

**License 1**

Must be a member in good standing of the California Bar. (Out-of-state hire would be afforded time to pass the Bar within a reasonable period.)

**KSA 01**

Previous management or supervisory experience and/or significant project management experience.

**KSA 02**

Demonstrated experience in change-oriented operational management and people leadership with the capacity to lead and motivate a professional team to meet high client service expectations in an extremely visible organization.

**KSA 03**

Demonstrated ability to make and communicate hard decisions; demonstrated credibility to win support for those decisions.

**KSA 04**

Outstanding skills in the ability to lead by influence and consensus.

**KSA 05**

Judgment, tact and diplomacy to partner with
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KSA 06
Outstanding interpersonal skills to interact effectively and develop and maintain productive working relationships with an array of diverse interests, individuals, and constituencies.

KSA 07
Outstanding communication and presentation skills, including the ability to communicate clearly, logically, and persuasively during interactions and utilize active listening skills.

KSA 08
Outstanding written skills as defined by the ability to compose a variety of concise, informative written materials appropriate to a particular audience.

KSA 09
Exceptional ability to draft accurate, complete and persuasive legal documents, such as pleadings, legal responses, affidavits, position statements and briefs.

KSA 10
Exceptional ability to represent institutional concerns persuasively to internal and external parties.

KSA 11
Demonstrated ability to act as a team player in all circumstances, as defined by contributing to the successful outcome of initiatives, accountabilities, and operations of others.

KSA 12
Demonstrated understanding of highly complex legal issues in a University setting.

KSA 13
Proven ability to maintain confidentiality with regard to sensitive issues and information and exercise discretion in dealing with sensitive or potentially sensitive topics.

KSA 14
Demonstrated commitment to the highest ethical standards.

KSA 15
Exceptional ability to interact effectively and develop and maintain productive working relationships with an array of diverse interests, individuals, and constituencies.

Environment
Office settings and various external venues.

Career Path 1
Deputy General Counsel (SMG)
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<td>Career Path 6</td>
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