

VICE PRESIDENT FOR LEGAL AFFAIRS
AND UNIVERSITY GENERAL COUNSEL

This is the chief legal affairs officer for the University of Hawai‘i, serving as the principal legal advisor and counsel to the Board of Regents and the President of the University of Hawai‘i. A position in this class provides advice on matters having broad consequences and impact on the University’s policies, procedures and practices; plans, directs and coordinates the work of, and advises, staff attorneys and other staff in the review, research, analysis, interpretation and preparation of various legal documents, University policies and procedures, and collective bargaining agreement provisions; and provides specialized and technical legal expertise to the President, Board of Regents, and administrators. Responsibilities of the position include determining legal ramifications and making recommendations to the President, Board of Regents and University executives; reviewing proposed policies, procedures and rules for the University to ascertain legal impact; interpreting and providing legal opinions on matters affecting the University; managing matters in litigation and appellate hearings; advising the University in developing policies, rules, regulations, and procedures; assisting University administrators and staff on matters relating to employment, contracts, benefits, collective bargaining, workers’ compensation, leasing, torts, legislation, etc.; representing the University in Federal and State court, administrative and appellate hearings, including grievance arbitrations; preparing and reviewing legal documents; and providing training to the University administrators and staff. In addition, this position provides advisory and support services as well as drafts legislation and represents the interests of the University when working with regulatory agencies, courts, and legislative bodies.

Work is performed with wide latitude for the exercise of independent professional judgment, discretion, and initiative, with work performance reviewed by the Board of Regents and the President of the University of Hawai‘i for attainment of program goals. The ability to understand and apply complex legal concepts is essential. In addition, the ability to establish and maintain positive and effective working relationships with the President, Board members, senior executives, administrators, and staff is critical to the effective performance of the work. Supervision is exercised over a staff of University attorneys and clerical support.

In accordance with the Board of Regents’ action taken on January 17, 2003, this class is retitled to Vice President for Legal Affairs and University General Counsel, effective January 1, 2003.



President, University of Hawai‘i

January 29, 1999

Date