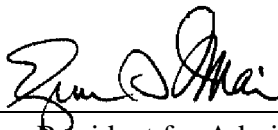


## UNIVERSITY ASSOCIATE GENERAL COUNSEL

This is highly responsible work in the provision of legal advice and services to the University of Hawai'i. A position in this class provides day-to-day legal advice and service to University administrators in areas such as employment, benefits, workers' compensation, torts, contracts, leasing, legislation, etc. Duties include determining legal ramifications and making recommendations; reviewing proposed policies, procedures and rules for the University to ascertain legal impact; interpreting and providing legal opinions on matters affecting the University; taking matters to litigation; advising the University in developing policies, rules, regulations, and procedures; assisting University officials 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 hearings, and arbitrations; preparing and reviewing legal documents; and providing training to the University administrators and staff. In addition, this position assists in the provision of 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.

This position is a staff attorney in the Office of the General Counsel reporting to the General Counsel. Work is performed with a wide latitude allowed for the exercise of independent judgment, discretion, and initiative, with work performance reviewed by the General Counsel. 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 vitally important to the effective performance of the work.

The establishment of the managerial class, University Associate General Counsel is effective September 29, 1998.



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Senior Vice President for Administration

September 29, 1998

Date