

STATE OF HAWAII
DEPARTMENT OF EDUCATION
CIVIL SERVICE PERSONNEL

Class Specification for the Class:
LITIGATION COORDINATOR

Class Distinguishers:

Managerial Responsibility: This class reflects responsibility for managing litigation support in the Department of Education (DOE), overseeing and administering a statewide departmental litigation processing function requiring coordination of work with the various divisions of the Office of the Attorney General to ensure that cases are prepared and executed in a timely manner for the DOE. Positions in this class are involved in program development, budget formulation, and the development of policies, procedures, rules and regulations related to litigation and litigation-related measures, and assures the proper accounting and tracking of all DOE litigation cases.

Complexity: Serves as the litigation coordinator for the DOE requiring an in-depth and broad knowledge of rules and laws and legal practices, processes, instruments and procedures. Reviews, screens, analyzes and interprets legal documents such as complaints, subpoenas, motions, writs, stipulations and interrogatories. Judgment is exercised in determining legal documents and other information required when not clearly specified. Conducts legal research and develops and recommends summarizing points of support and/or contradictory points in a legal memorandum. Has overall responsibility for program direction including developing, implementing, and monitoring plans, policies and procedures for the management of operations, personnel and processes.

Personal Contacts: Personal contacts include providing technical assistance to DOE program administrators and staff relating to litigation and potential litigation. Works closely with the staff of the Office of the Attorney General on litigation cases, providing requested and other relevant documents and information. Good communication and effective working relationship with supervisor and subordinates must be maintained.

Supervision Received: Positions in this class works under the general direction of the Director. The position performs its duties and responsibilities independently, consulting with the Director only when difficult or unusual situations, which are not covered by precedents, arise.

Full Performance Knowledge and Abilities: (Knowledge and abilities required for full performance in this class.)

Knowledge of: Legal principles and processes; civil procedure, evidence protocols and other related legal matters; court rules and procedures, case law from Hawaii and other jurisdictions relating to cases that affect the DOE; State budget,

procurement and legislative processes; report writing; DOE organization and functions; and principles and practices of supervision.

Ability to: Perform critical thinking requiring an understanding and knowledge of legal principles and processes; conduct extensive legal research and be able to present in both verbal and written format, legal analysis relevant to DOE-related litigation; draft legislative testimonies; develop plans, policies, rules and regulations related to litigation and litigation-related measures; and plan, assign, and review the work of others.

Examples of Duties: (Positions in this class may not be assigned all of the duties listed nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed, if such duties are a logical assignment for the position.)

1. Develops, implements and monitors the Litigation support plans, policies and procedures for the management of operations, personnel and processes.
2. Develops policies, procedures, rules and regulations as they relate to the processing of litigation and litigation-related measures as deemed necessary for statewide compliance to on-going or potential litigation.
3. Develops long-and-short range strategic plans for litigation support in order to achieve the objectives and mission of the DOE.
4. Determines the necessary staffing needs, equipment, facilities and other financial resources necessary for section operations.
5. Monitors and tracks DOE litigation processes and works directly with the various divisions of the Office of the Attorney General to ensure that cases are prepared and executed in a timely manner for the DOE.
6. Provides technical assistance to administrators and DOE staff relating to questions arising from potential litigation involving the DOE; and provides technical support of a legal nature to administrators and individuals who are named in lawsuits in their official capacity as DOE employees.
7. Attends Board of Education and DOE top level management meetings to provide information regarding DOE litigation matters.
8. Reviews, screens, analyzes, and interprets legal documents such as complaints, subpoenas, motions, writs, stipulations, and interrogatories; then conducts legal research and develops and recommends summarizing points of support and/or

contradictory points in a legal memorandum (in order to make recommendations to the Director).

9. Makes recommendations to the Director on changes in laws, policies and procedures based on direct involvement with cases and knowledge of current trends and problems, and also informs the Director of major developments and activities.
10. Drafts legislative testimonies and represents the department at legislative hearings to oppose or support proposed legislation related to the Department of Education's litigation interest.
11. As the DOE litigation liaison with the Office of the Attorney General, reviews, prepares and executes required documents and information retrieval as may be required for DOE-related litigation for representation by the Office of the Attorney General.
12. Collects information pursuant to subpoenas, interrogatories, and other court related documents, exercising judgment in determining legal documents and other information required when not clearly specified.
13. Coordinates the gathering or preparation of required declarations, affidavits and other related documents and information, and provides to deputy attorney general assigned to DOE cases.
14. Works with deputy attorney general to coordinate appearance of witnesses, gathering of necessary documents and information in preparation for court and other proceedings.

This is an amendment to the specification for the class LITIGATION COORDINATOR, which was approved on July, 10, 2006.

DATE APPROVED: JUL 28 2011

EFFECTIVE DATE: JUL 28 2011



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