## Position Description Questionnaire

### Agency use only

- New position
- Update only
- Review requested by employee
- Review requested by appointing authority
- Response to DAS-HRE request

### DAS-HRE use only

- PDQ#: 2020-1108
- Job class title: Attorney 3
- 18-digit position #: 282-151-1001-90645-001
- Reviewed by: Kristina M. Johnson
- Effective date: 12/26/2019

### Position information

- Currently vacant position
- Currently filled position
- Current 18-digit position #: 282-151-1001-90645-001
- Current job class title: Attorney 3
- Department, division, bureau, section: Education, Director's Office
- Work address: Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319
- Hours worked (shifts, rotations, travel): Monday - Friday, 8 AM - 4:30 PM, some night/weekend travel
- Full-time (40 hours per week)
- Part-time
- Have the duties changed since this position was last reviewed for a classification decision?
- Yes
- No
- Name of immediate supervisor: Director Ryan Wise
- Job class of immediate supervisor: Director

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<tr>
<th>% of time</th>
<th>New duty</th>
<th>Description of work</th>
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| 50        | X        | Perform administrative/professional legal work representing the Department of Education as the agency’s chief legal counsel:  
-- Assist Director and staff with legal functions of the Department  
-- Research legal issues and provide legal advice  
-- Provide information, Q & A’s, and professional development on selected legal issues  
-- Coordinate with the Attorney General’s Office as appropriate (e.g. for litigation)  
-- Act as attorney for the State Board of Education  
-- Prepare responses to petitions for rule waivers  
-- Review contracts, agreements and other legal documents as requested  
-- Mediate grievances on behalf of the Director  
-- Provide assistance with personnel issues and procedures  
-- Make recommendations related to needed legislative changes in the Code, review proposed legislation, and help interpret newly passed legislation  
-- Provide consultative services for the department related to juvenile justice, school safety, discipline, attendance policies and student services policies  
-- Other duties as assigned |
| 30        | X        | Assist education stakeholders (local districts, AEAs, attorneys, parents) with information regarding legal and administrative rule requirements  
-- Respond to inquiries with pertinent information  
-- Provide Q & A’s to the field |
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<tr>
<th>% of time</th>
<th>New duty = X</th>
<th>Description of work</th>
<th>Add/remove row</th>
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<tbody>
<tr>
<td>10</td>
<td></td>
<td>Serve as Rules Review Coordinator for the agency</td>
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<td>5</td>
<td></td>
<td>Provide consultative services related to special education</td>
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<td>5</td>
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<td>Act as Administrative Law Judge in Chapter 290 appeals and in appeals to the Director</td>
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TOTAL MUST EQUAL 100%

Is this position considered to be supervisory?  
☐ Yes  ☒ No

Why are you requesting that this position be reviewed?  
Current Employee (Nicole Proesch) resigning effective 1.8.19

Supervisor review

In your opinion, is any information on this form incorrect or are clarifications needed?  
NA

Do any other positions perform the same or similar work for your agency (at any work location, facility, institution, etc.)?  
☐ Yes  ☒ No  ☐ Unknown

What is the basic purpose of this position?  
The basic purpose of this position is to act as the agency's chief legal counsel, assisting the Director and staff with legal functions of the Department, assisting the State Board with their legal responsibilities (including appeals and administrative rules), and providing education stakeholders with legal information and interpretation.

Essential functions (one per line)

This person must have excellent written and oral communication skills
Be able to make clear and convincing oral presentations
Make sound, well-informed and objective decisions
Analyze information and draw accurate conclusions
Use reasoning to apply Code and rules
Display high standards of ethics and be trustworthy
Have excellent interpersonal skills
Pay attention to detail
Utilize technology
Must be able to travel in-state and out-of-state.

Special requirements (if applicable):  
In order to perform the functions of this position, the attorney must have a J.D. and a license to practice law in Iowa.

Selective certifications (if applicable):

Is this position currently exempt from collective bargaining or are you requesting review to determine coverage or exclusion from the collective bargaining provisions of Iowa Code Chapter 20?  
☒ Yes  ☐ No
Why do you believe the position is exempt from collective bargaining? (e.g., specific statutory authority for exemption)
Confidential Relationship with the Director

Is this position currently excluded from the merit system or are you requesting review to determine coverage or exclusion from the merit system provisions of Iowa Code Chapter 8A?
☒ Yes ☐ No

Why do you believe the position is exempt from merit system?
Confidential Relationship with the Director

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**DAS-Labor and Legal Services comments and signature**

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<tr>
<th>Collective bargaining</th>
<th>Merit</th>
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<tr>
<td>☒ Covered ☐ Exempt</td>
<td>☒ Covered ☐ Exempt</td>
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**Comments:**

Per Iowa Code section 20.4(3)

Per Iowa Code section 8A.412(16)

**LLS signature:** Alla R. Mintzer Zaprudsky

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Does the position perform work involving information technology (IT)? (Assigned IT duties, supervises IT staff, works in IT unit)

☒ Yes ☐ No

**Supervisor comments and signature**

☒ Support request ☐ Do not support request

**Comments:**

Typed signature: Ryan Wise

Date: 12.24.19

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**Appointing authority comments and signature**

☒ Support request ☐ Do not support request

**Comments:**

Typed signature: Ryan Wise

Date: 12.24.19