

Nicholas R. Courson

EXPERIENCE

Administrator, February 2018 - present

Office of Boards and Commissions - County of Kaua'i - Lihue, Hawai'i

- Department head for the office that provides administrative support to seventeen boards and commissions, including the Planning Commission, Police Commission, and Board of Review.
- Provided logistical support, including procurement, negotiating personnel contracts, and coordinating with other agencies and departments, for the recruitment a new Police Chief and a new Fire Chief.
- Supervise commission support clerks who provide administrative support to various boards and commissions in the form of posting agendas, taking minutes, and other clerical support.
- Collaborated with the County Clerk to timely and accurately place proposed Charter Amendments on the ballot.
- Initiated an internal program to allow boards to refer complex contested cases to a trained hearings officer.
- Advised regarding the administrative "rule-making" process under Hawai'i Revised Statutes § 91.

Deputy County Attorney, April 2013 - February 2018

Office of the County Attorney - County of Kaua'i - Lihue, Hawai'i

- Collaborated closely with department and division heads on a daily basis to identify and achieve department goals, primarily in employment, labor, and financial areas.
- Negotiated and drafted a wide variety of government procurement contracts, including software licensing, lease financing, and professional services.
- Counseled regarding a variety of employment and labor issues, including Collective Bargaining Agreement issues for four unions, drug testing, and Title VII issues.
- Designed and implemented training programs for supervisors, from entry level to department heads, on Equal Employment Opportunity issues, contract management, grant management, parliamentary procedure, open records compliance, and Sunshine law.
- Oversaw workplace violence/harassment investigations; also oversaw fitness-for-duty evaluations.
- Revised key County-wide policies, including the Policy Against Harassment, Discrimination, and Retaliation; Insurance Requirements for Procurement Contracts; and Leave-Sharing Policy.
- Assisted the Kaua'i Police Department with the implementation of their Body Worn Camera initiative, from assisting with the procurement, to assisting with the drafting of the department's General Order, to providing guidance on the "meet and confer" process with the union.

In-house Counsel, November 2009 – April 2013

Killerman Investments - Chicago, Illinois

EDUCATION

The John Marshall Law School, Chicago, Illinois
Juris Doctor, GPA: 3.48; Class Rank: Top 23%.

Michigan State University, East Lansing, Michigan
Bachelor of Arts, Political Science

BAR ADMISSIONS

State of Illinois, November 2009 ----- State of Hawaii, October 2010

U.S. Court of Appeals for the Ninth Circuit, April 2014

U.S. District Court of Hawaii, August 2014