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| duty statement |
| Class Title:Legal Analyst  | Position Number:803-034-5237-001 |
| Unit: |
| Section:      |
| Branch: |
| Division:Office of Administrative Hearings and Appeals      |
| This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. |
| **Job Summary:** Under the general supervision of the Chief Administrative Law Judge, the Legal Analyst provides paralegal support to the Deputy Director and Chief Administrative Law Judge, Chief of Administrative Appeals, Administrative Law Judges, and Hearing Officers from inception to completion of appeals. The Legal Analyst also is responsible for preparing and disseminating the administrative record and responding to Public Record Act requests. |
| **Supervision Received:** General supervision by the Chief Administrative Law Judge. |
| **Supervision Exercised:** None |
| **Description of Duties:** See below. |

## Percent of Time Essential Functions

40% Responds to and fulfills requests of appeal litigants whose cases have been adjudicated by the Office of Administrative Hearings and Appeals for the production of the complete administrative record, as defined by Government Code section 11523. As part of these activities, this position is required to review, identify, and organize all submitted and issued records, pleadings, orders, motions, recordings, transcripts, notices, exhibits (whether admitted or rejected), correspondence, and decisions for a hearing as necessary to produce and deliver the complete administrative record requested by a litigant who has filed a petition for a writ of mandate in accordance with the provision of the Code of Civil Procedure. The incumbent is responsible for determining time and cost involved with preparing the record and ordering the transcript. This position acts as the point of contact for all record requests and prepares all necessary billing letters, memos, and transmittal memos to Department and provider’s counsel, the Attorney General’s Office, and other parties.

20% Responsible for updating matters in the ProLaw case tracking system. Monitors and records the progress of received appeals until the completion and effective date of the final decision issued. Assists in the archiving of cases by determining whether the matter is the subject of judicial appeal and could be remanded for further hearing and decision. Upon issuance of the final decision, this position analyzes the decision to ascertain the determinations of law made as necessary to establish and maintain a reference database by subject matter for use office-wide.

20% Provides paralegal support to the Chief Administrative Law Judge, Chief of Administrative Appeals, administrative law judges, and hearing officers, including, but not limited to, researching and analyzing issues and drafting and/or editing documents.

15% Acts as the point of contact for and responds to Public Records Act requests made of the office to ensure that the applicable statutory deadlines are met and that only records subject to disclosure under the law are produced.

5% Performs other duties and special projects as directed by the Chief of Administrative Appeals or the Chief Administrative Law Judge.

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| Employee’s signature | Date | Supervisor’ signature | Date |