**NAME:**

**CLASSIFICATION:** Associate Governmental Program Analyst

**STATEMENT OF DUTIES:** Under the direction of the Senior Assistant Attorney General or Supervising Deputy Attorney General, the incumbent will independently perform responsible and varied analytical work in connection with the section’s programs, which include business registration, the collection and review of filings and other documents that must by law be served on the Attorney General, outreach and education, and the enforcement of California’s consumer protection laws.

**SUPERVISION RECEIVED:** The incumbent will receive supervision from the Supervising Deputy Attorney General.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Incumbent may be required to sit at a computer terminal up to six to eight hours a day. May be required to travel both within the state of out of state, including to remote locations that are inaccessible via public transportation. Must have the ability to lift up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** Enclosed interior or exterior office or a partitioned cubicle in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

40% **Research and Analysis:** In a lead capacity, gather, organize, and analyze consumer complaints, applications, filings, law enforcement and other reports, studies, court filings, documents obtained through investigation or discovery, and other documents, data and information in support of litigation, investigations, regulations process, registration programs, the monitoring and implementation of judgments, outreach, regulatory and legislative efforts, and other section programs. Utilize ProLaw, Casemap, Concordance, Relativity, Excel and other computer programs and platforms for reviewing, analyzing, organizing and coding documents, data and other information. Independently search and obtain information from internal and external computer databases, public records, reference materials, law enforcement and regulatory agencies, and other sources. This information and analysis may be presented orally or in writing, and through statements and testimony in hearings, depositions, and trials.

40% **Information Gathering**: In a lead capacity, interview and consult with individual consumers, experts, consultants and individuals and organizations within and outside the department to collect and organize information in support of litigation, investigations, regulations, and other section programs. The analyst conducts difficult background and associated research in connection with interviews, and analyzes the gathered information. The information and analysis may be presented orally or in writing, and through statements and testimony in hearings, depositions, and trials.

10% **Records Management**: In a lead capacity, develop and implement systems to organize documents for section programs, which may include registration programs, the collection and review of filings, law enforcement investigations, complex litigation matters, and the monitoring and implementation of judgments. Maintain coordination with Litigation Support and other internal and external organizations and vendors related to records management.

10% **Special Projects**: In a lead capacity, design, implement, and monitor procedures and systems needed for section programs, activities, meetings and events. Collect and analyze information and prepare difficult reports on section activities, programs, and operations, and assist with responses to information requests, including requests for information under the Public Records Act. Assist with outreach, contracts and procurement.

**I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without a reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Printed Name
Employee’s Signature Date Supervisor’s Signature Date