STATE OF CALIFORNIA  
DUTY STATEMENT  
CEC-004 (Revised 2/2022)

Classification: Legal Analyst

Position Number: 535-140-5237-001

Division/Office: Chief Counsel's Office

Collective Bargaining Identifier (CBID):

Work Week Group (WWG):

Effective Date: May 1, 2022

Conflict of Interest (COI): ☐ Yes ☒ No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

Under the general supervision of the Staff Services Manager I, the Legal Analyst provides paralegal and legal analytical support to attorneys and does other related work. The incumbent works as assistant to attorneys and can be delegated difficult and complex paralegal duties which are analytical in nature.

Essential Duties

30% Under the supervision of an attorney, assists in administrative proceedings by preparing first drafts of certain documents such as notices, orders, rulings, decisions, motions, pleadings, declarations, and complaints; conducts research by summarizing case law and legislative history; prepares drafts of exhibits; prepares the administrative record; assists attorneys prepare witnesses; answers inquiries regarding Commission procedures and the status of administrative proceedings; and researches and tracks the rules of practice of procedure for filing documents in other state or federal administrative proceedings.

30% Under the supervision of an attorney, prepares first drafts of responses to Public Records Act requests and responses to applications for confidential designation; processes subpoenas; tracks and assists in the preparation of nondisclosure agreements and memorandum of understanding; and reviews documents filed in the Commission’s e-Filing Case Records Management System (eCRMS) to ensure they comply with filing requirements.
20% Investigates and analyzes facts and documents in connection with civil litigation by researching superior and appellate court records for case information and court decisions, and conducting legislative history research; prepares first drafts of responses to discovery requests and interrogatories; and researches and tracks procedural matters such as state and federal court rules.

15% Assists with administrative tasks such as maintaining and updating logs, case files, legal opinions, confidential documents, and correspondence; arranging for service of process; scheduling hearings, meetings, and site visits in coordination with Commissioners’ offices and other offices and divisions; preparing travel requests and expense reimbursement claims; and retrieving office mail.

Marginal Duties

5% Performs other duties as required, consistent with the specifications of the classification.

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Occasional travel may be required based on the needs of the office. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is remote centered which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking). The employee shall adhere to the rotational office work schedule and required office work as set forth in the employee’s Telework Agreement and the Chief Counsel’s Office Telework Implementation Plan. Employees shall work during core business hours unless an alternative schedule is approved by the employee’s supervisor.

Diversity and Inclusion Statement

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

Employee’s Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee’s Name (Print): ____________________________

Employee’s Signature: ____________________________  Date: ____________
**Supervisor's Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor’s Name (Print):** __________________________

**Supervisor’s Signature:** ___________________________  **Date:** ______________