

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Senior Legal Analyst

POSITION NUMBER:

800-310-5333-003

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Legal Division, Enforcement Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

Information Governance Bureau

SUPERVISOR'S NAME:

Jennifer Woodford

SUPERVISOR'S CLASS:

Assistant Chief Counsel

SPECIAL REQUIREMENTS OF POSITION (*CHECK ALL THAT APPLY*):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (*Explain below*)
- None
- Other (*Explain below*)

Fingerprint Criminal Record Clearance required by the Department of Justice and the Federal Bureau of Investigation. Travel may be required.

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED (*Check one*):

- None                                      Supervisor                                      Lead Person                                      |                                      Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Legal Division's Enforcement Branch provides legal advice and services regarding enforcement issues to the Community Care Licensing Division (CCLD) of the Department. The CCLD oversees the licensure of numerous facility types that care for vulnerable clients. Examples include foster homes and congregate care settings for children, Adult Residential Facilities, Residential Care Facilities for the Elderly, and childcare settings.

This Branch also provides legal advice and services to the 58 counties relating to Resource Family Approval (RFA).

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**CONCEPT OF POSITION:**

The Senior Legal Analyst (SLA) performs duties under direction of a supervising attorney who accepts full responsibility for all tasks performed. The SLA is required to have extensive knowledge of laws relating to the Community Care Licensing Division (CCLD) and RFA programs administered by the Department.

A. RESPONSIBILITIES OF POSITION:

40% - Supports the Enforcement Branch use of workflow and other software programs. Develops, maintains, and supports manual and digital workflow and other software processes. This includes developing and updating the policies, procedures, and forms needed for workflow and other software processes and programs. Ensures that Enforcement's policies, procedures, forms, and reference materials are regularly updated using the Department's file management systems.

30% - Assists attorneys with requests for documents by members of the public. This includes gathering, making relevancy determinations, analyzing, preparing, redacting, and compiling records responsive to California Public Records Act (PRA) requests and subpoenas. Prepares record of legal citations to support redactions. Briefs the assigned attorney on an analysis of the records and may prepare response for attorney review. Maintains communication with CCLD staff and document requestors throughout the progress of the PRA and subpoena response to coordinate production of responsive documents. Prepares reports derived from case management and other information systems to assist management with workload evaluations and case trends.

10% - Analyzes legal issues, facts, and evidence, and conducts legal research. Prepares legal memorandum and other documents regarding the legal research conducted. Conducts preliminary research and gathers records and other pertinent information from outside litigation (e.g. criminal, juvenile, civil and writs of mandate). Prepares analysis of legislation and regulations impacting programs served by Enforcement. Makes recommendations to management regarding legislative and regulatory solutions. Monitors legislation and/or regulations and makes recommendations to the supervising attorney.

10% - Supports and coordinates with legal administrative staff to ensure that data tracked is accurate and timely and to ensure compliance with state auditing requirements. Maintains and utilizes databases for the purposes of obtaining published decisions and other authority to support a legal position, and discovering current addresses of witnesses and others for service of legal documents. Maintains and utilizes databases for closed case files and completed legal consultation forms. Archives closed case files.

5% - Develops Enforcement training programs and materials for Enforcement staff regarding the Enforcement's policies and procedures. Develops policies and procedures to be used by Enforcement staff. Attends various trainings and departmental meetings.

5% - Miscellaneous other duties, as assigned.

The above percentages of time are estimates only. The above duties and/or assigned percentages of time for the duties are subject to change and may include other duties not listed above as directed by Legal Division or other CDSS management.

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B. SUPERVISION RECEIVED:

The SLA reports to and receives direction from supervising and managing attorneys, including the Senior Assistant Chief Counsel, Assistant Chief Counsel, and Supervising Attorney.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The SLA has extensive contacts within and outside the Department and must work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.

E. ACTIONS AND CONSEQUENCES:

The SLA deals with the most sensitive, difficult and complex issues involving the Department. Failure to properly prepare cases may contribute to the attorney failing to provide sound legal advice. This could result in civil liability against the Department, an adverse decision in the administrative matter and failure to adequately protect clients of CCLD licensed facilities.

F. OTHER INFORMATION:

Incumbents are subject to fingerprinting and criminal records check by the Department of Justice and the Federal Bureau of Investigation. Position is located in a high rise state building, and office space is standard in a smoke-free environment.

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