

**SENIOR LEGAL ANALYST (Calendaring)**  
**STATE PERSONNEL BOARD**  
**Duty Statement - xxxx**

Employee Name	Classification title Senior Legal Analyst	Position Number
Division/Unit Appeals/Evidentiary	Effective Date	Prior Pos #(if applicable)

Under the general direction of the Chief Administrative Law Judge, Appeals Division, and the Presiding Administrative Law Judge, and under the direct supervision of the Staff Services Manager I/II, the Senior Legal Analyst is the advanced journey level analytical paralegal. The Senior Legal Analyst works as an assistant to administrative law judges; handles difficult and complex paralegal duties which are analytical in nature; serves in a lead capacity over Legal Analysts absent direct supervisor.

**Description of the Essential Functions**

- 50%** Independently schedules appeals and complaints for telephonic and Webex hearings in an expeditious fashion, taking into consideration the availability and workload of the administrative law judges, the availability of hearing rooms (if applicable), and any applicable timelines for the appeals and complaints. Ensure hearings are scheduled in a manner consistent with timelines expressed in the Civil Service Act and Board regulations. Review Case Status Updates to ensure appropriate case data is maintained in the Appeals Division Automated Case Tracking System (ACTS). Ensure timely service of Notices of Hearing to affected parties. Upload appropriate documents into the Appeals Division electronic records retention system (Kwikwork). Monitor assigned queues within Kwikwork to ensure case related work is completed within applicable timeframes. Meet with and brief the Presiding Administrative Law Judge regularly on the status of the master calendar. Review dispositive motions filed with the Appeals Division to determine if they comply with the Civil Service Act and the Board regulations, and, thus, should be scheduled for a law and motion hearing.
- 20%** Independently reviews the more complex appeals and complaints to determine if jurisdictional requirements are satisfied for acceptance by the Appeals Division. Analyzes filings and determines what, if any, additional information may be required, and makes recommendations as needed. With minimal oversight, research various statutory and case law authorities, rules, policies, and procedures relating to the more complex motions filed with the Appeals Division. Prepares, analyzes and summarizes the facts applicable to more complex motions for review and consideration by the Presiding Administrative Law Judge. Responds to inquiries from Appellants, Departments, and their representatives regarding calendaring issues for SPB evidentiary cases. Monitors the applicable database and document management system for case related changes including settlement and closure.

**20%** Responds to inquiries from Appellants, Departments and their representatives regarding SPB evidentiary cases. Maintains effective relationships with and communication with internal and external stakeholders. Acts as lead over Legal Analysts in the absence of management. Calendars prehearing/settlement conferences, evidentiary hearings, investigatory hearings, informal hearings, and issues hearing notices. Sends Webex videoconference invitations to parties. With minimal oversight, monitors the ACTS and the Kwikwork systems for case related changes and takes appropriate action. Complete case closure based upon SPB acceptable criteria for termination of the case.

### **Description of the Marginal Functions**

**5%** Provide backup support for the case processing function.

**5%** Other administrative duties as assigned consistent with this classification.

### **Supervision Received:**

The incumbent receives direct supervision from Staff Services Manager I, and general direction from the Chief Administrative Law Judge, the Presiding Administrative Law Judge, and the Assistant Chief of Appeals.

### **Supervision Exercised:**

Acts in lead position over legal analysts absent direct supervisor.

### **Administrative Responsibility:**

The incumbent is required to have a working knowledge of applicable provisions of the Government Code concerning SPB appeals and complaints and SPB Hearing Regulations (Cal. Code of Regs., tit. 2, § 51.1 et seq.). The incumbent shall have excellent computer skills (MS Office and case management software); advanced writing and analytical skills; ability to work independently and communicate (verbal/written) clearly, concisely, and accurately; reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames.

### **Personal Contacts:**

The incumbent has contact with stakeholders, members of the public, SPB Executive team, SPB Management team and other SPB employees, as such must be diplomatic, organized, professional, and must exercise impeccable judgment and discretion.

### **Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel management decisions.

**Physical Requirements:**

Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

**Typical Working Conditions:**

The duties of this position are performed indoors. The employee's workstation is located at 801 Capitol Mall and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. Requires prolonged sitting; using the telephone, a personal computer, a scanner, and/or copier. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. This position allows for partial remote work opportunities on a consistent schedule as approved by management

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

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Supervisor' Name

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Supervisor's Signature

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Date

I have read and understand the duties assigned. Furthermore, I can perform these duties with or without reasonable accommodation.

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Employee's Name

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Employee's Signature

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Date

**Legal Analyst (Calendaring)**  
**STATE PERSONNEL BOARD**  
**Duty Statement**

Employee Name	Classification Title	Position Number
	<b>Legal Analyst</b>	
Division/Unit	Effective Date	
<b>Appeals/Evidentiary</b>		

Under the general supervision of the Chief Administrative Law Judge, Appeals Division, and the Presiding Administrative Law Judge, and under direct supervision of the Staff Services Manager I, the Legal Analyst provides paralegal support for the Appeals Division. The Legal Analyst works as an assistant to administrative law judges; handles paralegal duties which are analytical in nature.

**Description of the Essential Functions**

- 50%** Independently schedules appeals and complaints for telephonic and Webex hearings in an expeditious fashion, taking into consideration the availability and workload of the administrative law judges, the availability of hearing rooms (if applicable), and any applicable timelines for the appeals and complaints. Ensure hearings are scheduled in a manner consistent with timelines expressed in the Civil Service Act and Board regulations. Review Case Status Updates to ensure appropriate case data is maintained in the Appeals Division Automated Case Tracking System (ACTS). Ensure timely service of Notices of Hearing to affected parties. Upload appropriate documents into the Appeals Division electronic records retention system (Kwikwork). Monitor assigned queues within Kwikwork to ensure case related work is completed within applicable timeframes. Meet with and brief the Presiding Administrative Law Judge regularly on the status of the master calendar. Review dispositive motions filed with the Appeals Division to determine if they comply with the Civil Service Act and the Board regulations, and, thus, should be scheduled for a law and motion hearing.
- 20%** Reviews appeals and complaints to determine if jurisdictional requirements are satisfied for acceptance by the Appeals Division. Perform basic legal and factual research in connection with straightforward motions such as motions to consolidate actions, motions to amend a prehearing/settlement conference statement, motions to add alternate witness rooms, and motions to continue hearing filed with the Appeals Division. Prepare a diary entry (legal brief) detailing the facts and law applicable to the motion for review and consideration by the Presiding Administrative Law Judge, including a recommendation for the outcome of the motion applying appropriate legal principles. Draft and issue orders on said motions based upon the final determination made by the Presiding Administrative Law Judge.
- 20%** Respond to inquiries from Appellants, Departments and their representatives regarding SPB evidentiary cases. Maintains effective relationships with and communication with internal and external stakeholders. Calendar prehearing/settlement conferences, evidentiary hearings, investigatory hearings, informal hearings and issue hearing notices. Sends Webex videoconference invitations to parties. Monitor the ACTS and the Kwikwork systems for case-related changes including settlement and closure. Complete case

closure based upon SPB acceptable criteria for termination of the case.

### **Description of the Marginal Functions**

5% Provide backup support for the case processing function.

5% Other administrative duties as assigned consistent with this classification.

### **Supervision Received**

The incumbent receives supervision and directions from the Staff Services Manager I, and general direction from the Chief Administrative Law Judge, the Presiding Administrative Law Judge, and the Assistant Chief of Appeals.

### **Supervision Exercised:**

N/A

### **Administrative Responsibility:**

The incumbent is required to have a thorough knowledge of applicable provisions of the Government Code concerning SPB appeals and complaints and SPB Hearing Regulations (Cal. Code of Regs., tit. 2, § 51.1 et seq.). Also, the incumbent shall have excellent computer skills (MS Office and case management software); writing and analytical skills; the ability to work independently and to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with multiple time frames.

### **Personal Contacts**

The incumbent has contact with SPB Executive team, SPB Management team and other SPB employees, as well as Board Members, Governor's Office, Agency representatives and the public, as such must be diplomatic, organized, professional, and must exercise impeccable judgment and discretion.

### **Actions and Consequences**

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel management decisions.

### **Physical Requirements**

Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement. Able to sit or stand for extended periods or time, lift up to 10 pounds, and use of standard office equipment with or without reasonable accommodation.

### **Typical Working Conditions**

Requires prolonged sitting, use of the telephone, personal computer, scanner, and copier. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. This position allows for partial remote work opportunities on a consistent schedule as approved by management.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

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Supervisor' Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I have read and understand the duties assigned. Furthermore, I can perform these duties, with or without reasonable accommodation.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date