

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Legal Analyst	Legal Analyst
NAME OF INCUMBENT:	POSITION NUMBER:
Click here to enter text.	280-303-5237-003
SECTION/UNIT:	SUPERVISOR'S NAME:
Click here to enter text.	Lisa Okamoto
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Legal Office	Staff Services Manager II
BRANCH:	REVISION DATE:
Directorate	7/7/2025
Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time – Fraction _____ <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires DMV Pull Notice <input checked="" type="checkbox"/> Travel May be Required </div> <div style="width: 50%;"> <input checked="" type="checkbox"/> Call Center/Counter Environment <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input checked="" type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div>	
<p>Description of Position Requirements (e.g., <i>qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.</i>):</p> <p>Other - Special Requirements:</p> <p>The incumbent may be required to hold a current Notary Public commission or to obtain Notary Public status through the EDD Legal Office.</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>Under the supervision of the Staff Services Manager II (SSM II), as well as the direction of the General Counsel and Assistant Chief Counsels (ACCs), the Legal Analyst provides paralegal support to the Legal Office. The Legal Analyst reviews and prepares responses to requests for confidential information which include subpoenas, search warrants, authorizations, Public Record Act requests, and federal and state governmental department requests, and conducts legal research to determine whether disclosure of confidential information complies with applicable state/federal statutes, and regulations. The Legal Analyst prepares written and oral responses to requests for confidential information and such responses include explaining EDD's position to attorneys, law enforcement officials, state/federal agencies, as well as other requesters. The Legal Analyst coordinates the rulemaking process for EDD.</p> <p>The Legal Analyst also handles administrative case filings with the California Unemployment Insurance Appeals Board (CUIAB), State Personnel Board (SPB), and California Department of Human Resources (CalHR). The Legal Analyst processes and transmits requests for legal representation to the Office of the Attorney General, assists attorneys with hearing preparation and Public Records Act requests; and accepts service of subpoenas. The Legal Analyst prepares and transmits requests for legal representation to the Office of the Attorney General, with respect to confidential information requests. This position may also involve notarial duties.</p>	

Civil Service Classification

Legal Analyst

Position Number

280-303-5237-003

The Legal Analyst accomplishes assigned legal work on an expedited basis to meet strict, legally mandated deadlines with broad discretion and under the general supervision of the SSM II and ACCs; performs well under pressure and works cooperatively with attorneys, clerical staff, technical staff, and the general public; communicates effectively both orally and in writing and in a professional, courteous, and productive manner; demonstrates good judgment and the ability to act independently, to work in a team environment, and to assume increased responsibility.

Percentage of Duties	Essential Functions
40%	Analyzes requests for confidential information. Conducts legal research and makes determinations. Prepares written and oral responses to requests for confidential information. Prepares and transmits requests for legal representation, with respect to confidential information requests.
25%	Coordinates the rulemaking process for EDD including: drafting the rulemaking calendar, drafting and reviewing the regulatory package, issuing the public notice, preparing the rulemaking file, and submitting the rulemaking file to the Office of Administrative Law. Regularly monitors the FREDD inbox for incoming communications and promptly distributes or responds to legal inquiries, requests, and documents.
20%	Handles administrative case filings with the CUIAB, SPB, and CalHR. Assists attorneys in coordinating and compiling evidence for hearings. Assists with the opening of new legal cases in the case management system by entering all required case details and ensuring proper documentation. Drafts and files service mark applications with the United States Patent and Trademark Office (USPTO) or appropriate jurisdiction, tracks the progress of service mark applications, and responds to any office actions or requests for additional information from the USPTO. Maintains records of all service marks filed, including renewals and status changes, ensuring compliance with deadlines and legal requirements.
5%	Purges Legal files. Ensures that all confidential legal files are retained in compliance with the organizational retention policies. Oversees the secure destruction of outdated legal files in compliance with the document retention policies and confidentiality agreements. Conducts periodic audits of legal files to ensure that documents are being retained and purged appropriately.
5%	Receives and responds to telephone calls, emails, and letters from attorneys, federal agents, copy services, and the public regarding the release of confidential information. Notarial duties include identity verification, administering oaths, etc., in accordance with state law
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other:	

Type of environment:
☒ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☒ Other: Hybrid Telework

Civil Service Classification
Legal Analyst

Position Number
280-303-5237-003

Interaction with customers:

- ☐ Required to work in the lobby ☐ Required to work at a public counter
☒ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:

5. SUPERVISION

Supervision Exercised: **None**

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature:

Date: [Click or tap to enter a date.](#)

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date: [Click or tap to enter a date.](#)

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

- | | | |
|--|----------------------|---------------|
| <input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. | PMG Analyst initials | Date approved |
| <input type="checkbox"/> Exceptional allocation, 625 on file. | AT | 7/29/2025 |

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file