

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Associate Governmental Program Analyst

STATEMENT OF DUTIES: Under the direction of the Chief Advisor for the Public Rights Division (Division), the Associate Governmental Program Analyst (AGPA) independently performs the more complex, sensitive, and/or varied analytical and technical functions involving the administrative duties for the Chief Assistant Attorney General (CAAG) of the Public Rights Division. The AGPA is a subject matter expert regarding the effective handling and coordination of high-profile Executive Office Approval Requests (i.e., “packages”), and performs intensive review of documents, memoranda, etc., using attention to detail, as well as knowledge and application of Departmental and Division policies and procedures. The AGPA independently addresses and responds to inquiries from Executive level staff, Senior Assistant Attorneys General (SAAG), and Division personnel, and advises staff on policy protocols, package content and requirements; makes recommendations to management on alternatives and considerations impacting administrative and legal matters of the Division. The AGPA develops and maintains working relationships with various levels of staff and management and works under time constraints to address the Division’s urgent and changing priorities. Handles sensitive legal, fiscal, and administrative information with discretion, and may serve as a back-up to other staff in the unit as needed or operationally required.

SUPERVISION RECEIVED: Under the direction of the Chief Advisor for the Public Rights Division. May receive direction from the CAAG and the Legal Division Manager.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to 25 pounds. May be required to sit at and use a computer terminal, while performing research and other duties, up to eight hours a day.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office, cubicle, or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

35% Independently assists and advises on broad areas of complex administrative actions impacting the Division. Analyzes, compiles, and responds to incoming correspondence from SAAGs, other divisions, the Executive Office, and management regarding packages and other matters requiring CAAG evaluation and/or approval. Coordinates and advises on the development, review, and timely submission of executive level legal packages for submission to the Chief Deputy Attorney General’s (CDAG) office, including Attorney General (AG), CDAG, CAAG, hiring, and other requests, involving without limitation,

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litigation reports, policy proposals, and legal filings. Provides recommendations on sensitive package information, timelines for decision, revisions, and planning. Consults with the Chief Advisor as needed to ensure all packages are processed in a timely fashion, reviewed, and approved within the required timeframes. Reviews, studies, and interprets submitted materials from attorney staff for required formatting and content, and provides clarifying recommendations, ensuring consistency with Department policies and procedures. Identifies errors, omissions, or inconsistencies with submissions; provides clear and concise justifications, orally or in writing, for approving, denying, or requesting revisions.

- 30% Monitors multiple package submissions and deadlines, pertaining to AG, CDAG, CAAG, hiring, and other packages. Communicates with stakeholders on an ongoing basis to provide status updates, clarify submission directives, identify courses of action, obtain and distribute approvals from those in the chain of command, and/or request or explain package requirements, including, but not limited to: expectations, changes, or policies established by the CAAG and CDAG's Office. Researches and gathers information and data on decisions; provides analysis of past practices and trends, drafts and/or edits correspondence for management signature, and distributes correspondence for CAAG internally and externally. Develops legislative/executive analysis and reports, aids AA I in preparing executive summaries, briefing documents, and other correspondence, as needed, on behalf of the CAAG or Chief Advisor.
- 15% Develops and maintains accurate tracking systems and records for auditing, reporting, data collection, and future reference, including on high-profile matters and handling procedures. Collaborates and consults with the Chief Advisor and management on a variety of issues relevant to the administrative operations of the Division; provides suggestions and alternatives to streamline the administrative review of packages and other materials. Collects information regarding developments in state legislation, monitors and catalogues issues, trends, and policy proposals. Provides guidance to and works collaboratively with Administrative Assistant I (AA I) to evaluate requests, emails, calls, and various documents for review and processing.
- 15% Coordinates and facilitates quarterly Executive Unit meetings. and may represent the Division with internal and external meetings to review recommendations, analytical study findings and recommendations, and advise on legislative analysis and impact. Plans all-division meetings; prepares topics and agendas requiring advanced coordination with section and executive management. In collaboration with the AA I, maintains a complete manual for the operations of the CAAG desk. Provides training and guidance to division management on the handling of packages and content.

5% Supports the AA I with the most complex calendaring and scheduling of the CAAG desk. Provides back-up responsibilities to the AA I or other Executive Unit analysts as needed.

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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