

Classification Title: Legal Analyst	Branch/Division/Bureau: Legal/Litigation/Fraud Liaison
Working Title: Legal Analyst	Office/Unit/Section/Geographic Location: ///Oakland or Sacramento
Position Number (13 Digit): 413-236-5237-602	Conflict of Interest Position: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general direction of the Fraud Liaison Bureau’s Assistant Chief Counsel, and under the supervision of attorneys, the legal analyst in the Fraud Liaison Bureau is responsible for the analysis and organization of complex information in the context of confidential fraud investigations, civil discovery, and civil trials. The work involves analyzing the merits of cases filed under seal (Qui Tam) under Insurance Code section 1871.7 and assisting attorneys in deciding as to whether intervention is appropriate. In cases where intervention is filed, the Legal Analyst will work closely in the context of litigation in which Department attorneys directly represent the Department. The Legal Analyst will work as an integral member of case teams under the general supervision of attorneys.

Some travel may be required within the state of California via private or public transportation (i.e., automobile, airplane, etc.)

ESSENTIAL FUNCTIONS

- 40% Analyze and organization of complex information, using e-discovery platforms, in the context of confidential fraud investigations and witness interviews; legal research; and other investigation duties.
- 25% Analyze and organization of complex information, using e-discovery platforms, in the context of civil discovery, and civil trials; witness interviews; legal research; assisting in the preparation of pleadings and filings; assisting with deposition preparations; attending depositions; and other litigation duties.
- 5% Assist with e-discovery, document review; assist with production of documents in response to subpoenas.

MARGINAL FUNCTIONS

- 10% Litigation support and database maintenance in support of the Department's Litigation support systems, such as Relativity.
- 10% Communicate with internal and external parties and vendors regarding legal matters and bureau operations.
- 10% Maintain and update qui tam case inventories and attorney assignment rosters.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:

- Work in high-rise office building
- Eligible for telework in accordance with CDIs Telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify

Physical Abilities:

- Lift, carry or otherwise transport documents to court, meetings, conferences, and other appearances.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name