

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Senior Legal Analyst

POSITION NUMBER:

800-310-5333-034DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Legal Division**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Childrens and Community Care Licensing Policy Litigation**

SUPERVISOR'S NAME:

Kori Tomlin

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.

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.

No supervision is exercised, however, the Senior Legal Analyst may serve in a lead capacity for Legal Assistant and Legal Analyst paralegal staff.

MISSION OF ORGANIZATIONAL UNIT:

The Legal Division's Program Litigation Branches are dedicated to providing legal advice and services to the programs of the Department responsible for administering or overseeing numerous social service programs and related functions such as Adult Programs, Disability Determinations, Disability Fraud, Children and Family Services, Community Care Licensing, CalWorks, Information Technology, and Contracts.

CONCEPT OF POSITION:

The Senior Legal Analyst (SLA) independently provides advanced journey level legal analytical assistance to attorneys in the most complex area of the law in various program areas. The incumbent is required to have a working knowledge of the laws and procedures pertaining to the Legal Division's role in handling matters relating to various programs including adoptions, group home rates and audit appeals, foster care and children services, community care licensing, information technology, and contracts. The SLA must maintain an extensive liaison with CDSS' attorneys, the Attorney General's office, program and field staff, and other agencies, including the courts.

A. RESPONSIBILITIES OF POSITION:

By devoting time to legally oriented and more routine duties now performed by staff attorneys, the incumbent will greatly increase the time available to attorneys to deal with more complex legal issues. Since the Senior Legal Analyst classification is the advance journey level paralegal class, the incumbent is expected to provide paralegal and analytical legal support in the most difficult and complex areas of law

25% Performs the most difficult and complex legal research in a wide range of program areas related to the various types of programs overseen and/or administered by the Department. Drafts legal memoranda, containing relevant legal analysis of statutes, case law or regulations and the impact on program area involved.

15% Serves as a liaison to superior courts, program and field staff, workgroups or other agencies for questions and information regarding CDSS' position on the law or policies governing its various programs.

15% Drafts the most difficult correspondence related to discovery and other requests for information, conducts research on complex legal and factual issues related to requests for information; coordinates with CDSS attorneys, program and field staff to ensure response to discovery or other requests for information.

15% Prepares advanced analysis of legislation and regulations impacting programs served by the Policy Unit which incumbent is assigned. Makes recommendations to management regarding legislative and regulatory solutions. Drafts legislation and regulations to ensure that modifications do not adversely impact the goals of the legislation and/or regulations. Monitors legislation and/or regulations and makes recommendations to the supervising attorney.

15% Investigates and analyzes facts and documents in connection with the most difficult civil litigation.

10% Identifies the most complicated legal issues which need to be researched. Conducts legal research using law library and/or Internet based legal resources. Drafts memoranda and makes recommendations to the attorney for courses of action to take regarding issues.

5% Independently prepares for attorney signature, a full range of discovery documents, which require a thorough understanding of legal issues involved in each case and the application of the laws and regulations. In addition, determines the need for and prepares motions as needed.

B. SUPERVISION RECEIVED:

The Senior Legal Analyst reports to, and receives direction from an Assistant Chief Counsel and is also assigned tasks from the Senior Assistant Chief Counsel and Attorney/Attorney III staff. The Senior Legal Analyst performs the full range of paralegal duties and has broad discretion and independence in the performance of assignments.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Senior Legal Analyst 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 Senior Legal Analyst performs duties under the direction of assigned attorneys who accept full responsibility for all tasks performed. The Senior Legal Analyst deals with the most sensitive, difficult and complex policy and litigation issues concerning Programs administered and/or overseen by the Department. Failure to perform his/her duties could result in liability to the Department and failure of the Department to protect vulnerable children, families or clients of licensed facilities.

F. OTHER INFORMATION:

The incumbent in this position may have access to criminal records and, therefore, is subject to fingerprinting and a criminal records check by the Department of Justice and the Federal Bureau of Investigation.

Travel for this position may be required on an occasional basis. The position is located in a high rise state building, and office space is standard in a smoke-free environment.

(SD/CG 5.19)