

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
HEALTH QUALITY ENFORCEMENT SECTION**

JOB TITLE: Senior Legal Analyst

GENERAL STATEMENT:

The Health Quality Enforcement Section (HQE) is responsible for a broad range of administrative matters and related litigation on behalf of over a dozen state licensing agencies in disciplinary actions filed against licensed health care professionals, including psychologists, physicians and surgeons, podiatrists, and other healthcare licensees. Senior Legal Analysts in HQE must be able and capable of providing a high level of varied, complex and analytical paralegal assistance in the most difficult investigations, license applications, disciplinary actions against applicants and licensees, probation modification and termination cases, and petitions for reinstatement of revoked licensees before the health care client agencies independently and/or the direction of Deputy Attorneys General who shall accept full responsibility for the tasks performed. Duties also include providing paralegal assistance in the handling of state court judicial review proceedings of licensing agency decisions, as well as state and federal court litigation. The Senior Legal Analyst works collaboratively and professionally with other members of the Section, client staff and the public; and responsibly and independently manages his/her work under tight deadlines, public scrutiny, and pressure to produce high quality work in short timeframes.

Senior Legal Analysts are very experienced paralegals who provide high-level paralegal support to attorneys in the section, and do other related work. They independently perform the most difficult and complex paralegal duties which are analytical in nature, and also provide consultative services to management and others. They successfully manage a challenging workload and produce the highest-quality work product, sometimes under tight deadlines. Senior Legal Analysts exercise a high degree of independence and work under the general direction of attorneys, who have ultimate professional responsibility for the work.

SUPERVISION/OVERSIGHT RECEIVED: Senior Legal Analysts work under the direction of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In specific assignments, Senior Legal Analysts work under the general direction and oversight of attorneys in the section.

OVERSIGHT EXERCISED: Senior Legal Analysts may oversee/review the work of Legal Assistants and Legal Analysts.

TYPICAL PHYSICAL DEMANDS:

- May be required to sit up to six to eight hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties.
- Be able to travel out-of-town for work-related purposes (including overnight travel), sometimes for extended periods of time and sometimes to remote areas.
- Be able to lift/move up to 25 pounds of books, legal files, exhibits, and/or equipment.

TYPICAL WORKING CONDITIONS:

- While working in the office, works in a cubicle or an enclosed office in a smoke-free environment.
- While teleworking, works in compliance with the office's Telework Program Policy and Procedural Guide, the Exceptional Telework Request Procedures, the Legal Division Teleworking Expectations memorandum, and their section policies.

DUTIES (Essential Functions)

- 50% At the direction of Deputy Attorneys General, who shall accept full responsibility for the tasks performed, drafts effective written legal memoranda recommending courses of action, correspondence and emails; drafts legal pleadings in very complex, sensitive and varied program areas requiring detailed legal and client knowledge; summarizes subject interviews, deposition and trial transcripts; assists in developing litigation plans; creates systems for managing discovery and litigation documents/information; interviews witnesses and drafts interview summaries; drafts declarations; gathers documents; analyzes and summarizes trial evidence; and develops and makes recommendation for case management strategies. Understands parallel criminal/administrative actions requiring coordination to avoid prejudice to a pending criminal proceeding, and makes recommendation to attorneys in these sensitive licensing cases. Independently identifies legal issues and problem areas needing to be researched and, under the supervision of an attorney, and uses legal resources such as codes, statutes, case law, treatises, and practice manuals to develop strategies and make proposals to supervising attorney. Independently prepares trial binders that identify all documents, witnesses, issues, and defenses for use by attorney in planning trial strategy. Understands the application of relevant law, statutes, and court decisions in the most complex investigations, injunctive proceedings, trials, civil judicial review arising out of administrative litigation, writs, appeals, administrative hearings, civil subpoena enforcement actions, criminal bail/probation recommendations, licensing actions, and petitions for penalty relief. Uses HotDocs, Excel, CaseMap, Adobe PDF, ProLaw and other data processing programs in above tasks. Assists Deputy Attorneys General in preparing expert witnesses in trial preparation and testimony, and analyzing and summarizing expert opinions and testimony. Assists attorneys in complex litigation before federal and state trial and appellate courts and administrative bodies as a member of the trial team on difficult, complex and sensitive cases and matters within the statutory and departmental scope of responsibility of the Health Quality Enforcement Section by drafting motions and orders for the attorney's review, and researching and preparing evidentiary and ex parte motions, for attorney's review and signature. Applies a high level of sound judgment in the above tasks.
- 30% Performs proactive, organized, detail-oriented, and hands-on administrative work related to creating, analyzing and processing highly complex and difficult documents related to case related statistical record keeping in the Section. May have responsibility for evidence collection and organization in an administrative matter, and may provide direction to legal assistants, and legal analysts. Opens and closes ProLaw matters. Applies a high level of sound judgment in the above tasks. Analyses legislation and regulations; drafts

legislative analyses; monitor progress of proposed legislation and regulations; and researches, analyzes and makes recommendations regarding statutes, regulations and case law authority relating to specific issues and makes recommendations. In concert with an attorney, develops paralegal training material in legal topics, including pretrial and trial assistance for attorneys, motion drafting, and discovery. Trains new senior legal analysts, legal analysts and legal assistants upon request.

- 10% Handles a variety of general administrative matters and special projects as assigned by the Deputy Attorney General Supervisor or Senior Assistant Attorney General, including continually updating training materials and law libraries as laws and policies change. Applies a high level of sound judgment in the above tasks. Ensures that ProLaw time keeping, case management entries, and documents are accurate and up-to-date; manages a large case load with the use of ProLaw; maintains and ensures the accuracy of HQE attorneys' entries of case information in ProLaw, including correspondence, reports, pleadings, decisions and significant emails; and ensures that ProLaw milestones are up-to-date.
- 10% Performs various administrative tasks including: enters time in ProLaw promptly, accurately, and completely; timely records leave in Workday; timely requests approval to take leave; timely calendars leave; completes mandatory training and takes advantage of the office's optional training opportunities; provides mentoring and training to less-experienced paralegals; participates in the hiring of Senior Legal Analysts, Legal Analysts, and Legal Assistants, as requested; attends section meetings; effectively uses video-conferencing and other work-related technology.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of: (a) the areas of the law handled by the section, (b) court and administrative agency practices and procedures, and (c) the Department of Justice policies, procedures, and guidelines.
- Knowledge of: (a) basic legal concepts, terminology, principles, and procedures, (b) the obligation to protect confidential or privileged information from disclosure (e.g., the attorney-client privilege), and (c) the use of legal reference materials.
- Ability to reason logically, analyze situations accurately, and recommend an effective course of action.
- Ability to read and understand statutes, court decisions, legal documents, and similar material.
- Ability to efficiently conduct legal research (including through use of online resources), and prepare documents setting forth: (a) a statement of the facts, (b) applications of the relevant law, and (c) conclusions.
- Ability to draft legal documents (e.g., pleadings, interrogatories, motions).

- Ability to write effectively and efficiently produce work product (e.g., memoranda, reports, deposition summaries, legal documents), sometimes under tight deadlines.
- Ability to effectively use ProLaw and other applications and software to manage cases, documents, and evidence, including cases with voluminous documents.
- Ability to efficiently conduct public record and internet research.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
- Ability to exercise good judgment and work collaboratively, professionally, and ethically with co-workers, other colleagues, supervisors, managers, administrative staff, clients, opposing counsel, court staff, public officials, and representatives of public agencies.
- Ability to effectively use video-conferencing and other work-related technology.
- Ability to effectively use ProLaw to produce reports and ensure prompt and accurate billing to clients, and to effectively use Workday.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ 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.

Employee's Signature & Date

Supervisor's Signature & Date

Typed or Printed Name

Typed or Printed Name

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Legal Analysts are experienced paralegals who provide paralegal support to attorneys in the section, and do other related work. They capably perform routine paralegal duties, as well as the more difficult and complex paralegal duties which are analytical in nature. They ably manage a challenging workload and produce high-quality work product, sometimes under tight deadlines. Legal Analysts exercise independence and work under the general direction of attorneys, who have ultimate professional responsibility for the work.

SUPERVISION/OVERSIGHT RECEIVED: Legal Analysts work under the supervision of a Deputy Attorney General Supervisor and the Senior Assistant Attorney General. In specific assignments, Legal Analysts work under the general direction and oversight of attorneys in the section. Senior Legal Analysts may also oversee/review the work of Legal Analysts.

OVERSIGHT EXERCISED: Legal Analysts may oversee/review the work of Legal Assistants.

TYPICAL PHYSICAL DEMANDS:

- May be required to sit up to six to eight hours on a daily basis, often while using a computer to do research, draft documents, and perform other duties.
- Be able to travel out-of-town for work-related purposes (including overnight travel), sometimes for extended periods of time and sometimes to remote areas.
- Be able to lift/move up to 25 pounds of books, legal files, exhibits, and/or equipment.

TYPICAL WORKING CONDITIONS:

- While working in the office, works in a cubicle or an enclosed office in a smoke-free environment.
- While teleworking, works in compliance with the office's Telework Program Policy and Procedural Guide, the Exceptional Telework Request Procedures, the Legal Division Teleworking Expectations memorandum, and their section policies.

DUTIES (Essential Functions)

- 50% Drafts effective written correspondence and emails; assists in drafting legal pleadings for a larger variety of clients involving substantive analysis with little direction, summarizes subject interview and deposition transcripts; assists in developing litigation plans; creates systems for managing discovery and litigation documents/information; assists DAGs with witness interviews and drafts interview summaries; drafts declarations; gathers documents; summarizes trial evidence; and develops trial organization strategies. Researches and analyzes legal questions under the supervision of a Senior Legal Analyst or attorney, and uses legal resources such as codes, statutes, case law, treatises, and practice manuals. Independently identifies subtle legal and factual problems in and understands the application of relevant law, statutes, and court decisions in moderately complex investigations, injunctive proceedings, trials, writs, administrative hearings, civil subpoena enforcement actions, criminal bail/probation recommendations, licensing actions, reinstatements and petitions for penalty relief. Uses HotDocs, Excel, CaseMap, Adobe PDF, ProLaw and other data processing programs in above tasks. Assists Deputy Attorneys General in trial preparation, including preparing and scheduling witnesses who will provide testimony, and summarizing witness testimony. Independently prepares trial and witness books using materials provided by attorney and independently prepared materials, such as document indexes and deposition summaries. Assists attorneys in moderately complex litigation before state trial courts and administrative bodies as a member of the trial team in moderately difficult, complex and sensitive cases and matters within the statutory and departmental scope of responsibility of the Health Quality Enforcement Section by managing trial evidence such as tracking and marking exhibits, and other duties to facilitate trials. Applies sound judgment in the above tasks.
- 40% Performs organized, and detail-oriented administrative work related to analyzing and processing moderately difficult documents related to case related statistical record keeping in the Section. Opens and closes ProLaw matters. Applies a high level of sound judgment in the above tasks. Ensures that ProLaw time keeping, case management entries, and documents are accurate and up-to-date; and manages a medium case load with the use of ProLaw; maintains and ensures the accuracy of HQE attorneys' entries of case information in ProLaw, including correspondence, reports, pleadings, decisions and significant emails; and ensures that ProLaw milestones are up-to-date. Handles general administrative matters and special projects as assigned by the Deputy Attorney General Supervisor or Senior Assistant Attorney General. Applies a high level of sound judgment in the above tasks.

- 10% Performs various administrative tasks including: enters time in ProLaw promptly, accurately, and completely; timely records leave in Workday; timely requests approval to take leave; timely calendars leave; completes mandatory training and takes advantage of the office's optional training opportunities; provides mentoring and training to less-experienced paralegals; participates in the hiring of Legal Analysts and Legal Assistants, as requested; attends section meetings; effectively uses video-conferencing and other work-related technology.

KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION

- Knowledge of: (a) the areas of the law handled by the section, (b) court and administrative agency practices and procedures, and (c) the Department of Justice policies, procedures, and guidelines.
- Knowledge of: (a) basic legal concepts, terminology, principles, and procedures, (b) the obligation to protect confidential or privileged information from disclosure (e.g., the attorney-client privilege), and (c) the use of legal reference materials.
- Ability to reason logically, analyze situations accurately, and recommend an effective course of action.
- Ability to read and understand statutes, court decisions, legal documents, and similar material.
- Ability to efficiently conduct legal research (including through use of online resources), and prepare documents setting forth: (a) a statement of the facts, (b) applications of the relevant law, and (c) conclusions.
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- Ability to write effectively and efficiently produce work product (e.g., memoranda, reports, deposition summaries, legal documents), sometimes under tight deadlines.
- Ability to effectively use ProLaw and other applications and software to manage cases, documents, and evidence, including cases with voluminous documents.
- Ability to efficiently conduct public record and internet research.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to efficiently manage a challenging workload by, among other things, prioritizing tasks and handling several tasks and deadlines simultaneously.
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