

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
ENVIRONMENT SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Senior Legal Analyst

STATEMENT OF DUTIES: The Senior Legal Analyst (SLA) independently performs a wide variety of the most responsible, varied and complex paralegal duties, including analyzing case files, and assisting attorneys in investigation, discovery trial preparation and trial. The SLA works with independence under the direction of an attorney who shall accept full responsibility for the tasks performed. The range of duties involve civil, administrative and criminal cases and investigations assigned to Environment Section Attorneys, including referrals from Department of Toxic Substances Control, the Office of Environmental Health Hazard Assessment, and Independent Attorney General cases (i.e. Global Warming, Multi-Jurisdictional Enforcement prosecuted with District Attorneys, Proposition 65, California Environmental Quality Act (CEQA), and preparation of records on writs and appeals). These cases concern public health and environmental issues for protection of the environment and public welfare. Many of these cases involve recovery of millions of dollars of public funds, and/or penalties for significant violations of law, and requests for injunctive relief, as well as recovery of attorneys' fees and costs. The cases and investigations are typically high stake matters, politically sensitive, and are of particular interest to the affected community and the news media. The duties of the SLA will involve the more difficult and complex of these cases and, for that reason, will be of great urgency to the Attorney General, client agencies, and the general public.

SUPERVISION RECEIVED: Under the supervision of a Deputy Attorney General Supervisor in the Environment Section. May receive direction from Deputy Attorney General Supervisors and Deputy Attorney Generals for specific case tasks and assignments.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to be stationed at a computer terminal while performing research and other duties up to six to eight hours a day. Travel may be required for business operations, including locating and reviewing files at court locations, client agency and other offices, attending administrative or court hearings or trials and attending case meetings. Ability to lift up to 25 lbs. may be required.

TYPICAL WORKING CONDITIONS: Enclosed interior office or proportioned cubicle space in a smoke-free environment.

ESSENTIAL FUNCTIONS

50% Conducts legal research and analyze codes, statutes, regulations and case law. Uses web-based subscriptions services, federal and state agency internet sites, and manual methods; research tools include Lexis-Nexis, Westlaw, court databases, Federal Registry, law library and other resources. Reviews and analyzes case files and docket events to determine present case status; identifies parties to litigation and compiles timeline of events; summarizes and reports findings. Interfaces with regulatory agencies in complex enforcement cases for assistance with documents for trial and witness testimony,

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including maintenance of “chain of custody” requirements for trial evidence. Independently researches and analyzes large volumes of strategic evidence, including agency inspection reports, notice of violations, and return to compliance verifications; compiles and organizes the data to create an in-depth analysis of supporting evidence to prove claims of violations as stated in complaint; identifies areas of missing or unsubstantial evidence and recommends actions to correct deficiencies; designs spreadsheet and charts demonstrating results of analysis and report findings to attorneys handling cases; updates and maintains database with data received throughout the course of litigation. Independently designs and conducts investigations to locate potential witnesses and additional liable parties; researches factual information about opposition’s expert witness; reports investigation and researches results and assists with witness interviews, as required. Researches, analyzes and verifies witnesses’ statements in preparation for depositions and trial; identifies issues and concerns; summarizes and reports findings to attorneys handling the cases. Reviews, analyzes and organizes litigation documents including briefs, pleadings, motions, depositions, declarations and subpoenas for content and factual verification and to assist attorneys during discovery phase and at trial; identifies issues of concern; summarizes and reports findings to attorneys handling the cases. Reviews, evaluates and analyzes opposition’s discovery responses (interrogatories, request for admissions, document productions) and report findings to attorneys handling cases; drafts legal documents including declarations, subpoenas, and verifications for trial and state/federal appellate courts; assists attorneys in court hearings, settlement conferences and trial preparation, including preparing witness declarations, binders, demonstrative evidence, and exhibits; attends discovery and court proceedings, as requested.

- 25% Manages litigation support vendor services for complex, statewide discovery project including service of process for multiple Subpoena of Business Records, on-site production of documents, non-generic declarations for Deposition Officer and Custodian of Records to maintain chain of evidence for trial. Reviews and analyzes case data (such as documents, videos, audio recordings, graphics and other evidence); identifies, compiles and organizes material responsive to discovery requests, including privileged items; drafts privilege logs. Reviews databases and discovery responses to identify evidence to support elements of our causes of action for motions (e.g. preliminary injunction motions) and trial; summarizes findings and reports results to attorneys handling the matter. In coordination with PRD’s Contracts team, researches and evaluates electronic database vendors for litigation support services in complex, confidential cases; identifies the scope of work, finalizes a Request for Offer and invites selected CMAS vendors to respond to request; evaluates vendor bids to determine best pricing for services; completes Purchase Authority package and submits to appropriate personnel for approval; tracks progress of package and provides status report to litigation team. Researches and analyzes the organizational structure of an existing electronic document management system for complex enforcement case; prepares memorandum of findings and provide recommendations to litigation team.

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- 10% Conducts independent investigations on environmental issues for the Attorney General independent work; researches and analyzes data; prepares reports on findings and include recommendations for future investigative tasks, if required. Interacts and corresponds with public and outside agency personnel. Independently reviews and analyzes statutes, federal and state regulations, published scientific reports and papers, including documents concerning global and U.S. greenhouse gas emissions and other environmental issues; compares and contrasts differences; summarizes and provides report on findings to attorneys handling environmental matters. Consults and advises attorneys on providing ADA compliant content to documents posted on Attorney General's external website; recommends course of action.
- 10% Independently researches a web-based document management system for complex litigation purposes; evaluates software and service providers; provides recommendations to decision makers; prepares and conducts demonstration for legal team members. Researches, designs and develops a file naming protocol for an electronic reference library comprised of legal, factual and scientific documents concerning various environmental issues and topics; prepares a memorandum detailing the protocol to case attorneys and paralegals; maintains library and compiles content. Independently designs and develops a knowledge management/case analysis database for environmental issues and scientific data for use in complex litigation.

MARGINAL FUNCTIONS:

- 5% Designs, develops and maintains an electronic database system to track, analyze and report large penalty judgments in statewide and national environmental enforcement cases; collaborates with the California District Attorneys Association to develop training modules for paralegals working on complex environmental litigation cases and present module on Electronic Discovery issues; consults and advises legal professionals (Deputies and Paralegals) on technical issues concerning computer hardware and software, electronic document management systems and use and application of other legal software; participates and supports paralegal's semi-monthly professional discussions; designs, develops and conducts presentation on the variety of uses of Excel spreadsheets in legal setting; and independently researches and identifies continuing legal education opportunities outside Attorney General's office and attends classes/seminars on legal topics such as electronic document management systems and processes, e-discovery practices, and general database management.

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):

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- 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.

Name
Senior Legal Analyst

Date

Name
Supervising Deputy Attorney General Date

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NAME:

CLASSIFICATION:Legal Analyst

STATEMENT OF DUTIES: The Legal Analyst, with minimum supervision, performs numerous duties within the Environment Section involving the Division of Public Rights/Environment Section client agencies and independent Attorney General matters.

SUPERVISION RECEIVED: Under the general supervision and direction of the Senior Assistant Attorney General and the Supervising Deputy Attorney General of the Environment Section, and for specific assignments, under the immediate supervision of a Deputy Attorney General in the section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal up to eight hours a day performing research and other related duties. May be required to lift (including boxes and equipment) up to 25 pounds in weight. Travel may be required.

ESSENTIAL FUNCTIONS:

- 30% Assist attorneys in preparing cases for trial including: conduct legal research using LexisAdvance, Westlaw, the Internet; review and cite check briefs, settlement agreements, proposed orders, legal memoranda, and other legal documents for accuracy of cites, grammatical errors, and format; coordinate and assist in preparing lay and expert witnesses to testify; develop and maintain electronic systems for organizing trial evidence, assist attorneys in analyzing trial evidence to determine if it is sufficient support the case; assist attorneys in summarizing expert witness statements/reports and related testimony to issues in litigation; prepare exhibits for hearings, depositions, trials and meetings,; prepare draft correspondence; summarize deposition transcripts.
- 30% Assist attorneys in compiling, organizing and preparing documents for use in environmental cases involving: the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the California Environmental Quality Act (CEQA), the Resource Conservation and Recovery Act (RCRA), the Hazardous Waste Control LAW (HWCL), the Unfair Competition Law (UCL), Proposition 65, environmental justice, and global warming matters. Document compiling, organizing and preparing may include development of a database to retrieve cost recovery evidence; maintaining caseload statistics and automated case tracking system.
- 20% Assist attorneys with discovery, including drafting form interrogatories, special interrogatories, document requests, and requests for inspections. Coordinate discovery documents as needed for litigation with other sections in the Department of Justice, client agencies, and other prosecutorial agencies;

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20% Perform additional paralegal tasks, including: Investigate, analyze, and organize Environment Section information regarding environmental cases; gather background information regarding pleadings such as complaints, motions, declarations and briefs; serve as ProLaw case coordinator; act as Division service deputy approximately twice a year, and back up for other when necessary; process copies of all California Environmental Quality Act petitions received in Los Angeles.

MARGINAL FUNCTIONS:

5% Prepare periodic reports for the Senior Assistant Attorney General of the Environment Section of the attorneys legal cases which includes gathering the updates from attorneys, and preparing statistical reports on workload and the types of cases handled by the section, as needed; and reviewing the updates for current information, editing, and composing into a final memorandum report.

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.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date

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