

Department of Consumer Affairs

Position Duty Statement

HR-041 (R 12/2020)

Classification Title Senior Legal Analyst	Board/Bureau/Division Legal Affairs Division
Working Title Senior Legal Analyst (General)	Office/Unit/Section/Geographic Location Legal Affairs / Sacramento
Position Number 610-210-5333-001	Name and Effective Date

General Statement: Under the direction of the Supervisor I, the Senior Legal Analyst is responsible for providing paralegal and legal analytical support in the most complex areas of law to the Legal Affairs Division (Division) attorneys and performs other related duties. Specific duties include, but are not limited to:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]

- 40%** (E) Coordinates, prepares and assists in preparing enforcement actions against licensees, responses to discovery, subpoenas and public record requests. At times, assists with document and witness preparation for discovery and hearing. Responsible for, prepares and maintains, the department's board/bureau delegations.
- 25%** (E) Reviews and analyzes requests for legal services. Creates and maintains tracking systems for information, legal issues, enforcement, legal opinions, and litigation. Makes recommendations for more efficient and thorough tracking systems and processes. Serves as a liaison for the Legal Affairs Division with client agencies, other government entities, and stakeholders.
- 10%** (E) Dedicated paralegal who maintains, tracks and coordinates the conflict of interest filing for the Department bi-annual, including related correspondence within the Department and externally with the Office of Administrative Law. Independently identifies legal issues and conducts legal research. As directed, analyzes statutory and case law; makes recommendations regarding legal issues; drafts legal memoranda, pleadings, briefs, orders, decisions, and other documents based on research and in compliance with applicable law and rules.
- 10%** (E) Travel coordinator. Assist attorneys and supervisors with travel arrangements and travel reimbursement.
- 10%** (E) Training coordinator. Works proactively to identify external and internal training opportunities for staff development; manage the training documentation, working closely with the Supervisor I to submit training requests; creates and manages list of Division subject matter experts.
- 5%** (M) Office Assistance. Assists the front office with mail and correspondence, welcoming and directing visitors. Assures supplies, paper and the like are re-stocked and maintained for Division use. Provides telephone coverage for the Division. Screens calls and responds independently to inquiries from the public while exercising appropriate judgment to elevate requests to management, as necessary.

B. Supervision Received

The Senior Legal Analyst reports directly to the Supervisor I. However, direction and assignments will come from the Deputy Director, Assistant Deputy Director, Assistant Chief Counsels, and other attorneys or staff within the Legal Division.

C. Supervision Exercised - None

D. Administrative Responsibility – Limited.

E. Personal Contacts

The Senior Legal Analyst has regular and continuous contact with the Legal Affairs Division staff, departmental management, board and/or bureau management, department employees; occasional contact with the Governor's Office (as directed), professional or industry associations, the Attorney General's Office, the Department of Human Resources, the State Personnel Board and the public.

F. Actions and Consequences

Failure to adequately execute these duties would undermine the efforts of the Legal Affairs Division to provide effective legal services to clients, whose highest priority is protection of the public.

G. Functional Requirements

The incumbent works in an office setting in the Legal Affairs Division suite, with artificial light and temperature control. The ability to use a personal computer is essential. The position requires bending and stooping to retrieve files, stock supplies, maintain library materials, and perform other office tasks; occasional light lifting, up to 20lbs.

H. Other Information

Ability to use computer, telephone, and other office equipment is necessary.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

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

Employee's Printed Name, Classification

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, Classification

Revised: February 2025