

**DEPARTMENT OF JUSTICE  
CIVIL LAW DIVISION  
EXECUTIVE UNIT**

**JOB TITLE:** Analyst I

**STATEMENT OF DUTIES:** The Analyst I provides a full range of complex and varied analytical duties, including, but not limited to, general administrative assignments involving fiscal matters, as well as research, analyses and recommendations pertaining to the Civil Division's nine sections statewide. Provides consultative services, analytical support, advice, and problem resolution to management regarding fiscal matters and Division workload. Monitors funding and spending of the Division.

**SUPERVISION RECEIVED:** Under the direction of the Civil Division Supervisor I and/or Supervisor II.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 pounds.

**TYPICAL WORKING CONDITIONS:** Exterior or interior work space in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 35% Develops and directs maintenance of all division admin and IT contracts statewide in order to monitor contract expenditures and contract encumbrances. Maintains listing of division software licenses and distribution. Makes decisions and prepares detailed reports by fund source on contract disencumbrances, encumbrances, expenditures, and projections for Supervisor I/II. Assists Supervisor I/II with performing fiscal monitoring of contract line items for budget projection purposes. Reviews, tracks, and monitors all invoices and amendments for projections of upcoming and pending contracts. Ensures the Civil Division receives a copy of all executed contracts pertaining to the division. Provides information regarding contracts to Supervisor I/II or Chief Assistant Attorney General upon request.
  
- 35% Prepares purchase orders for legal periodical subscriptions and any special order items needed to ensure Civil Division employees have the requisite equipment needed to perform their duties, and monitors the expenses of such purchases. Reviews and advises management on expenditures and appropriations. Reviews division's encumbrances for disencumbrance drills with the Budget Office and notifies Supervisor I/II when funds should be disencumbered. Manages division-wide PACER accounts, oversees costs of the PACER accounts, and processes PACER invoices for payment. Responsible for monitoring all Civil Division Cal-card expenditures.

- 15% Provides guidance and assistance to the Division’s nine sections with obtaining conference rooms and hotel accommodations, needed for trial. Works directly with hotels to set up and pay for the services and rooms needed. Assists with obtaining travel approvals for witnesses. Reviews and processes witness reimbursements. Tracks payments and ensures costs are paid according to statute
- 10% Performs special projects and provides various analyses requested by Executive staff, which may require oral and/or written presentations.
- 5% Provides back-up assistance to other staff within the Civil Law Division Executive Unit in times of absence and on an as-needed operational basis. Performs other duties as necessary.

**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.

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Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature