

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
TORT AND CONDEMNATION SECTION
GOVERNMENT CLAIMS SECTION
DUTY STATEMENT**

NAME:

CLASSIFICATION: Analyst I

STATEMENT OF DUTIES: Under the supervision of the Supervising Deputy Attorney General (SDAG), Tort and Condemnation Section, the Analyst I is responsible for a full range of varied and complex analytical staff work to support the functions and mission of the Government Claims Unit (GCU). The GCU administers the statutory requirements for government claims against state entities and defended by the Attorney General (AG). This position provides assistance and support statewide to all staff within and outside of the department and requires knowledge of the government claims process and operations of the Department of General Services, Government Claims Program (GCP). Acts as a liaison to various levels of staff within the Department of Justice (DOJ), other state agencies, and members of the public on a variety of issues.

SUPERVISION: Under the supervision of the Supervising Deputy Attorney General and Senior Assistant Attorney General of the Tort and Condemnation Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Analyst may be required to sit at a computer terminal and perform other duties up to eight hours a day. Ability to lift or move up to 25 pounds. Some travel may be required.

TYPICAL WORKING CONDITIONS: Enclosed interior/exterior office of a partitioned cubicle in a smoke-free environment.

ESSENTIAL FUNCTIONS:

50% Assists the GCU in administering the statutory requirements for government claims against state entities by reviewing and analyzing government claims and providing recommendations on late claims, claim rejections, no jurisdiction notices, and no State involvement government claims. Serves as custodian of records for the GCP's government claims database by preparing certifications and declarations of records as required for litigation purposes. Responsible for tracking late claim applications within the GCU mailbox, prepare and create folders, and draft correspondence to the GCP regarding the AG's recommendation. Works closely with attorneys, analysts, and staff at the GCP and all DOJ/AG staff for access to claims, certifications, and declarations as required for litigation purposes. Maintains accurate records of all DOJ/AG requests for

claim documentation from the GCU. Prepares and assists DOJ/AG staff with drafting correspondence for the GCP under expedited circumstances involving court deadlines.

- 20% Analyzes, reviews, and maintains the GCU's existing claim database by cataloguing, filing, and internally processing claims submitted to the GCP. Maintains and updates records within GCU's existing databases for claim tracking. Manages, organizes, and maintains the GovtClaimSearch@doj.ca.gov and GCU@doj.ca.gov mailboxes. Advises the SDAGs of any complex or high-profile issues involving the AG or specific client departments or agencies.
- 10% Responsible for various requests for payment of claims, settlements or judgments, requiring coordination of documentation from the GCP, involved department or agency, claimant(s), and attorneys. Prepares and facilitates payments through DOJ accounting and the State Controller's Office. This includes, but is not limited to, assistance with processing of settlements or judgments under the AG's claims bill and CHP requests for payments on government claims. Assists the Analyst II and Seasonal Clerk in claim file maintenance.
- 10% Responsible for the receipt and analysis of all incoming accident reports received from state departments/agencies. Review includes assessing the seriousness of subject matter of reports and making independent decisions on whether to advise the appropriate SDAG within the region of the incident for possible further action. Respond to Public Records Act requests for documents held and managed by the GCU, including but not limited to accident reports and government claim information.
- 5% Evaluates, develops, and understands the necessary technological upgrades and coordination of their implementation within the appropriate systems in order to administer the GCU's government claims filing and retrieval. Daily monitoring, evaluation and updating of, the GCU's Relativity database.
- 5% Implement new or revised policies, protocols, procedures as requested or established in conformity with investigations, claim administration, and litigation processes. Maintains, updates, and/or revises statewide list of all department and agency contacts.

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