

**DEPARTMENT OF JUSTICE  
CIVIL LAW DIVISION  
EMPLOYMENT LAW SECTION**

**JOB TITLE:** Senior Legal Analyst

**GENERAL STATEMENT:**

The Employment Law Section (ELS) provides legal representation to state agencies and state officials in state and federal courts and in administrative proceedings involving personnel matters and claims of employment discrimination, harassment, failure to accommodate disabilities, retaliation, and other employment claims. The section also provides advice and training on a variety of employment issues. ELS also conducts workplace investigations for the Department of Justice and outside agencies. In addition, the section represents specific law enforcement and regulatory state agencies in matters affecting public safety, such as vehicle licensing, the California Horse Racing Board, and attempts to obtain information from the personnel files of peace officers. ELS is a civil litigation section and its attorneys and paralegals represent clients at evidentiary hearings and trials.

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)**

- 20% Case Management: Independently prepares new cases for litigation and manages existing case files with an emphasis on complex, difficult, or high-profile cases. This includes opening work files, analyzing complaints, conducting pre-litigation investigations, obtaining relevant documents and other information from clients, calendaring relevant deadlines and statutes of limitations, meets and confers with clients regarding the service of process and legal representation issues; organizes case documents, emails, electronic discovery and other information; meets periodically with the Deputy Attorney General for any additional direction; drafts various pleadings and performs any and all other paralegal functions as each case dictates until it concludes (i.e. and depending on the case, meets and confers with opposing counsel, witnesses, and clients, organizes client documents and documents produced in discovery, assists with discovery and hearing preparation and hearings and trial preparation and trial, calculates costs of suit and fees, and enforcement of judgment, tracks cost of suit incurred, etc.)
- 20% Trial Preparation and Trial: Assists trial team in preparing for trial or evidentiary hearings and attends trial or evidentiary hearing as needed with an emphasis on complex, difficult, or high profile trials and hearings; meets and confers with the trial team to discuss legal strategies for trial; contacts and instructs witnesses in preparation of trial; prepares trial evidence, including preparing trial binders with all pertinent documentation to assist the attorneys at trial, including, but not limited to, witness lists, exhibits, voir dire, jury instructions, motions, offers of proof, discovery documents, relevant pleadings and briefing, and deposition transcripts; provides witness evaluations, drafts, subpoenas, and ensures witness attendance at trial, and makes appropriate arrangements for witnesses traveling from out of state; assists with picking a jury and potential jury challenges.
- 15% Review and Analysis: Independently analyzes the alleged claims, issues, and facts in complaints, analyzes client documents, drafts factual analysis from all documents gathered in the case, creates chronology of events, analyzes medical records, review any and all other records produced and analyzes their significance. Independently identifies problems and suggest strategies to address and resolve those problems.
- 10% Communicate with and interview Witnesses: Independently prepares potential witness lists, prepares witness examinations, reviews, summarizes, and analyzes deposition testimony, schedules witness interviews and witness examinations, reviews and evaluates witness

statements, interview witnesses, prepare witness declarations, and prepares witnesses for trial.

- 10% Conduct Discovery: Independently plans a strategic approach to drafting of interrogatories, document production requests and responses, and or special interrogatories; prepares subpoenas and monitors compliance; prepares responses to discovery demands and/or requests; prepares proposed deponent examinations; meets and confers with clients to discuss any unexplained deposition testimony by the plaintiffs and other witnesses; discusses and evaluates the legal benefits of utilizing expert witnesses as well as the type of expert witnesses to be retained; coordinates with expert witnesses and assist in expert witness preparation.
- 10% Contracts: Primarily responsible for preparing (with input from the assigned Deputy Attorney General) all necessary contract materials and required forms for expert witnesses, including communicating with experts and Accounting; prepares contracts and all necessary forms and materials for other necessary vendors such as investigators, IT experts, and jury consultants, including communicating with vendors and Accounting; works with assigned Deputy Attorney General to obtain client approval for expert witnesses and other vendors.
- 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.
- 5% Service Deputy: Serves as Service Deputy on behalf of the State of California and the Attorney General's Office.

#### **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.

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Employee's Signature & Date

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Supervisor's Signature & Date

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Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

**DEPARTMENT OF JUSTICE  
CIVIL LAW DIVISION  
EMPLOYMENT LAW SECTION**

**JOB TITLE:** Legal Analyst

**GENERAL STATEMENT:**

The Employment Law Section (ELS) provides legal representation to state agencies and state officials in state and federal courts and in administrative proceedings involving personnel matters and claims of employment discrimination, harassment, failure to accommodate disabilities, retaliation, and other employment claims. The section also provides advice and training on a variety of employment issues. ELS also conducts workplace investigations for the Department of Justice and outside agencies. In addition, the section represents specific law enforcement and regulatory state agencies in matters affecting public safety, such as vehicle licensing, the California Horse Racing Board, and attempts to obtain information from the personnel files of peace officers. ELS is a civil litigation section and its attorneys and paralegals represent clients at evidentiary hearings and trials.

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)**

- 25% **Case Management:** Prepares new cases for litigation and manages existing case files. This includes opening work files, analyzing complaints, conducting pre-litigation investigations, obtaining relevant documents and other information from clients, calendaring relevant deadlines and statutes of limitations, meets and confers with clients regarding the service of process and legal representation issues; organizes case documents, emails, electronic discovery and other information; meets periodically with the Deputy Attorney General for any additional direction; drafts various pleadings and performs any and all other paralegal functions as each case dictates until it concludes (i.e. and depending on the case, meets and confers with opposing counsel, witnesses, and clients, organizes client documents and documents produced in discovery, assists with discovery and hearing preparation and hearings and trial preparation and trial, calculates costs of suit and fees, and enforcement of judgment, tracks cost of suit incurred, etc.)
- 20% **Review and Analysis:** Researches and analyzes legal questions; analyzes the alleged claims, issues, and facts in complaints, analyzes client documents, drafts factual analysis from all documents gathered in the case, creates chronology of events, analyzes medical records, review any and all other records produced and analyzes their significance.
- 10% **Communicate with and interview Witnesses:** Prepares potential witness lists, prepares witness examinations, reviews, summarizes, and analyzes deposition testimony, schedules witness interviews and witness examinations, reviews and evaluates witness statements, interview witnesses, prepare witness declarations, and prepares witnesses for trial.
- 10% **Conduct Discovery:** Plans a strategic approach to drafting of interrogatories, document production requests and responses, and or special interrogatories; prepares draft responses to discovery demands and/or requests; prepares proposed deponent examinations; meets and confers with clients to discuss any unexplained deposition testimony by the plaintiffs and other witnesses; discusses and evaluates the legal benefits of utilizing expert witnesses as well as the type of expert witnesses to be retained; coordinates with expert witnesses and assist in expert witness preparation.
- 10% **Trial Preparation and Trial:** Assists trial team in preparing for trial or evidentiary hearings and attends trial or evidentiary hearing as needed; meets and confers with the trial team to discuss legal strategies for trial; contacts and instructs witnesses in preparation of trial; prepares trial evidence, including preparing trial binders with all pertinent documentation to assist the attorneys at trial, including, but not limited to, witness lists, exhibits, voir dire, jury instructions, motions, offers of proof, discovery documents, relevant pleadings and briefing, and deposition transcripts; determines the need for and arranges the scheduling of

witnesses for deposition or trial; provides witness evaluations, drafts, and makes appropriate arrangements for witnesses traveling from out of state.

- 10% Contracts: Primarily responsible for preparing (with input from the assigned Deputy Attorney General) all necessary contract materials and required forms for expert witnesses, including communicating with experts and Accounting; prepares contracts and all necessary forms and materials for other necessary vendors such as investigators, IT experts, and jury consultants, including communicating with vendors and Accounting; works with assigned Deputy Attorney General to obtain client approval for expert witnesses and other vendors.
- 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.
- 5% Service Deputy: Serves as Service Deputy on behalf of the State of California and the Attorney General's Office.

#### **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.

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☐ 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's Signature & Date

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Supervisor's Signature & Date

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Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

**DEPARTMENT OF JUSTICE  
CIVIL LAW DIVISION  
EMPLOYMENT LAW SECTION**

**JOB TITLE:** Legal Assistant

**GENERAL STATEMENT:**

The Employment Law Section (ELS) provides legal representation to state agencies and state officials in state and federal courts and in administrative proceedings involving personnel matters and claims of employment discrimination, harassment, failure to accommodate disabilities, retaliation, and other employment claims. The section also provides advice and training on a variety of employment issues. ELS also conducts workplace investigations for the Department of Justice and outside agencies. In addition, the section represents specific law enforcement and regulatory state agencies in matters affecting public safety, such as vehicle licensing, the California Horse Racing Board, and attempts to obtain information from the personnel files of peace officers. ELS is a civil litigation section and its attorneys and paralegals represent clients at evidentiary hearings and trials.

Legal Assistants provide paralegal support to attorneys in the section, and do other related work. They perform the less difficult and more routine paralegal duties, manage an increasingly challenging workload, and produce high-quality work product, sometimes under tight deadlines. Legal Assistants work under the immediate direction of attorneys, who have ultimate professional responsibility for the work.

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

**OVERSIGHT EXERCISED:** None.

**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.
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**TYPICAL WORKING CONDITIONS:**

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### **DUTIES (Essential Functions)**

- 35% **Case Management:** Assists with preparing new cases for litigation and manages existing case files. This includes opening work files, analyzing complaints, , obtaining relevant documents and other information from clients, calendaring relevant deadlines and statutes of limitations, meets and confers with clients regarding the service of process and legal representation issues; organizes case documents, emails, electronic discovery and other information; meets periodically with the Deputy Attorney General for any additional direction; assists with drafting various pleadings and performs any and all other paralegal functions as each case dictates until it concludes (i.e. and depending on the case, meets and confers with opposing counsel, witnesses, and clients, organizes client documents and documents produced in discovery, assists with discovery and hearing preparation and hearings and trial preparation and trial, calculates costs of suit and fees, and enforcement of judgment, tracks cost of suit incurred, etc.)
- 20% **Review:** Performs routine legal research to assist attorney in determining appropriate action. Reviews all client documents, alleged claims, issues, and facts in complaints for completeness, and assists with preparing drafts of complaints and pleadings. Reviews medical records and any and all other records produced and discusses their significance with supervising attorney and receives direction on a course of action.
- 15% **Conduct Discovery:** At attorney's request, summarizes discovery documents, such as interrogatory responses, document production requests and responses, deposition transcripts, and or special interrogatories. Summaries are based on prescribed procedures and are limited to the legal and factual issues defined by the attorney supervisor. Prepares papers and arranges for service of process; may identify witnesses and arranges for witness interviews.
- 10% **Contracts:** With input from the assigned Deputy Attorney General) assists with preparing all necessary contract materials and required forms for expert witnesses, including communicating with experts and Accounting; prepares contracts and all necessary forms and materials for other necessary vendors such as investigators, IT experts, and jury consultants, including communicating with vendors and Accounting; works with assigned Deputy Attorney General to obtain client approval for expert witnesses and other vendors.
- 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 Assistants, as requested; attends section meetings; effectively uses video-conferencing and other work-related technology.

- 5% Trial Preparation and Trial: Assists trial team in preparing for trial or evidentiary hearings and attends trial or evidentiary hearing as needed for training purposes;; consults with witnesses about their scheduled appearances; under close supervision prepares trial evidence, including preparing trial binders with all pertinent documentation to assist the attorneys at trial, including, but not limited to, witness lists, exhibits, voir dire, jury instructions, motions, offers of proof, discovery documents, relevant pleadings and briefing, and deposition transcripts.
- 5% Service Deputy: Serves as Service Deputy on behalf of the State of California and the Attorney General's Office.

### **KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE DUTIES OF THE POSITION**

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- 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.
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- 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 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.

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Employee's Signature & Date

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Supervisor's Signature & Date

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Typed or Printed Name

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Typed or Printed Name