



Job Description

Classification: Legal Analyst

Working Title: Legal Analyst

Position Number: 358-120-5237-001

Division/Unit: Executive Division – Legal Office

Assigned Headquarters: Sacramento

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under the general supervision and direction of the Chief Counsel, the Legal Analyst will provide legal analytical support to Lottery Legal staff.

Job Description

- 45% (Essential)** Draft correspondence and issue memoranda to members of the public, Lottery Commissioners, the Directorate and/or other Lottery Divisions for review and approval by the Chief Counsel; review and analyze the relevant facts, statutes, regulations, policies, procedures, contractual provisions and legislative history, and present a comprehensive overview, including analysis and recommendations to the Chief Counsel in order to assist in the provision of legal advice and opinions; make recommendations for changes to applicable laws, regulations, policies, procedures, forms, and organizational framework for presentation to the Chief Counsel; review, categorize, enter, organize and maintain critical and relevant Legal Office documents in an electronic database while considering confidentiality and attorney-client privilege issues; answer Legal Office main telephone line & emails and respond to less complex legal inquiries.
- 20% (Essential)** Coordinate and monitor compliance with annual Form 700 and ethics training certification process for designated Lottery employees and respond to routine ethics inquiries. Coordinate and monitor Public Records Act (PRA) requests for review and approval of the Chief Counsel. Assist Senior Legal Analyst, Attorneys and the Chief Counsel on analysis and draft responses to PRA requests, as appropriate. Process and review subpoenas received by the Lottery. Process and review all civil litigation pleadings received by the Lottery.
- 15% (Essential)** Assist the Chief Counsel and Senior Legal Analyst in managing the contracts for outside legal services by: organizing and maintaining the contract management files including identifying matters covered by the attorney-client privilege, creating and maintaining spreadsheets to track legal work performed, analyzing invoices regarding legal work performed and appropriateness of time billed, providing recommendations for presentation of the invoices to, and approval of, the Chief Counsel.



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- 10% (Essential)** Assist with review of incoming documents related to request for legal opinions, advice, review, and other legal services and provide initial guidance and background information in response to the request. Input all incoming requests into the Legal Intake database and maintain & monitor all legal intake updates. The Legal Analyst is expected to attend meetings regarding assignments and workload; to report as directed by the Chief Counsel or Attorney IV, on the status of assignments; to prioritize assignments to ensure that they are timely and efficiently handled in order to meet the needs of the Legal Office and the Lottery; to work additional hours, as necessary, to meet deadlines and to ensure that the legal work is of superior quality; to work cooperatively, respectfully, and productively on teams or in groups as directed.
- 5% (Marginal)** Review and process incoming mail; maintain Legal Office Library and update legal code books; coordinate Legal Office staff travel arrangements, coordinate office supply orders, and track & process internal transmittals and other staff assignments; provide assistance with document formatting as requested; assist in the maintenance and updating of electronic tracking systems for internal Legal Office functions.
- 5% (Marginal)** Act as a personnel liaison between Legal Office staff and Human Resources staff on issues such as timesheets, pay, benefits, leave credits, or other personnel-related issues.

Scope and Impact

- a. Consequence of Error: The Legal Office needs the Legal Analyst to provide administrative support to the Chief Counsel, Attorneys, and the Senior Legal Analyst. With no administrative support, the Legal Office will not be able to meet assignment deadlines and provide timely legal advice to internal clients.
- b. Administrative Responsibility: Detailed in Job Description.
- c. Supervision Exercised and Received:

Supervision Exercised – None.

Supervision Received – The Legal Analyst receives supervision and direction from the Chief Counsel, received direction from the Attorney IVs, and may receive assignments from the Attorney III, Attorney Is, and the Senior Legal Analyst.

- d. Personal Contacts: The Legal Analyst has contact with Lottery management and staff, as well as the Attorney General's Office staff, Lottery Commissioners, other state agencies' staff, court personnel, vendors, consultants, and outside visitors. In all such contacts, the Legal Analyst shall vigorously represent the interests of the Lottery with professionalism and integrity while exercising sound judgment, and be sensitive to issues of confidentiality and attorney-client privilege.

Physical and Environmental Demands



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This position requires extensive use of a computer and telephone, and all of the usual law office programs and technologies (Word for processing; Outlook for email and calendaring, etc.; Westlaw, and other law-related applications; and NetFile for automated Form 700 filings). This position requires work in an office environment, sitting or standing at a desk and working for long periods at a computer, using a monitor and keyboard, as well as a telephone.

Working Conditions and Requirements

- a. Schedule: May be required to work overtime, 40+ hours a week.
- b. Travel: N/A
- c. Other: The Legal Analyst must have excellent oral and written communication skills and the ability to interact with individuals at different levels and Divisions within the Lottery. Since the COVID-19 crisis, most Legal Office staff are working remotely from home, video-conferencing into meetings via Microsoft Teams and/or Zoom.

Effective Date: TBD

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date



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Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Essential duties must be identified in the duty statement directly after the percentage of duties (e.g., 25% (Essential Function) Supervise analytical staff to...) Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. Marginal duties must be identified in the duty statement directly after the percentage of duties (e.g., 5% (Marginal Function) Assist other unit staff with...) These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others'.)
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:



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- a. Schedule:
- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).