

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097

CURRENT

COMMAND/ORGANIZATIONAL UNIT Office of Legal Affairs		DIVISION Office of the Commissioner		
CIVIL SERVICE CLASSIFICATION TITLE Legal Analyst	BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-032-5237-001		CURRENT DATE 05/16/2023		
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION

Under the general supervision of the Assistant Chief Counsel, the Legal Analyst is responsible for a variety of less complex paralegal duties in connection with civil and criminal litigation for the Department.

SUPERVISION RECEIVED

The Legal Analyst reports directly to and receives the majority of their assignments from the Assistant Chief Counsel. However, direction and assignments may also come from the Chief Counsel I, CEA.

SUPERVISION EXERCISED

N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

55%	Assists Office of Legal Affairs attorneys and senior legal analyst with the civil and criminal litigation through various phases of litigation: responds to subpoenas, informal discovery, discovery, and other law and motion documents; gathers documentation for litigation files and in response to discovery; coordinates witness interviews; drafts declarations based on specific information provided by the staff attorneys or senior legal analyst; researches and analyzes case law authority relating to specific issues; summarizes and categorizes deposition transcripts; utilizes databases and creates manual logs to assist with managing discovery documents and tracking litigation information; analyzes and summarizes trial evidence; assists attorneys in appearances and hearings; summarizes expert witness statements; assists with drafting settlement agreements; assists with drafting responses in opposition to disclosure based on senior legal analyst or attorney analysis of whether documents are privileged; works with contract analysts to obtain outside counsel for those cases presenting a conflict of interest with the Office of the Attorney General.
25%	Assist Office of Legal Affairs attorneys in the preparation of cases for appearances at various legal and administrative proceedings including Pitchess motions in superior court and various proceedings in front of administrative courts: assists with drafting pleadings and other legal documents; prepares exhibits, and gathers additional information as needed; compiles, summarizes, and categorizes material to be used as trial evidence; determines the need for and arranges for service of process and scheduling of witnesses for depositions and hearings; acts as a liaison for interviewing and coordinating witnesses; prepares subpoenas duces tecum and supporting affidavits where appropriate; assists at court appearances and administrative hearings; analyzes documents to determine whether they are subject to privilege and drafts responses in opposition to disclosure based on analysis and applicable privileges.
15%	Researches questions of law regarding suits, claims, and various legal transactions filed against the Department and in which the Department has a vested legal interest. Reviews and analyzes a variety of general written and verbal requests for legal service and advice; uses problem-solving techniques to identify potential problem areas for staff attorneys to address. Identifies less complex legal issues brought forward by Executive Management and the Department's Chief Counsel relating to existing or proposed departmental policy. Researches case law, statutes, regulations, policy and procedures and drafts research memoranda for review and/or use by the senior legal analyst and staff attorneys to formulate recommendations to the Department's Executive Management.

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Legal Analyst

388-032-5237-001

		<u>Non-Essential Functions</u>
5%		Performs other work-related duties as assigned.
TOTAL	100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE