



POSITION DUTY STATEMENT

Division: Legal Affairs Division	Classification Title: 5157 Analyst I
Branch: Legal Office	Working Title: Analyst I
Unit: Legal Office	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 019-5157-009	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved:

Direction Statement and General Description of Duties: Under the supervision of a Supervisor I, Administrative and Program Support Branch, incumbent performs the duties as described below:	
Percentage and Essential/Marginal Functions:	
35%	(E) Analyzes subpoenas to determine the appropriate actions required for each request and assesses whether the information sought is authorized for disclosure. Identifies subpoenas that must be referred to the Office of the Attorney General and prepares responses when the department cannot comply with a subpoena, either in whole or in part, or when a subpoena is insufficient. Researches and gathers necessary materials or



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	obtains information from appropriate divisional management staff, ensuring all responsive information is complete and accurate. Coordinates with attorneys and divisional staff to arrange for the production of documents and ensures proper materials are provided when a Person Most Knowledgeable is required. Reviews and forwards subpoenas to the Attorney General's Office when a Motion to Quash is needed and responds verbally or in writing to inquiries regarding subpoenas.
35%	(E) Accepts service of process for subpoenas delivered to the department by personal service or mail, prepares memorandums, and utilizes various computer software applications such as Microsoft Word, Excel, HATs, Case Management System, and the Legal Database. Analyzes subpoenas to determine whether they are sufficient for processing, identifies the information being requested, and evaluates whether the records may be disclosed. Determines which division(s) will provide the requested records, information, and/or witnesses, and communicates any special instructions necessary to complete the request. Verifies that any fees received are accurate and coordinates the collection of monies for subpoenaed records or witness appearances. Effectively use the California Vehicle Code, Driver Safety Manual, departmental policies and procedures, and other rules, regulations, and guidelines to interpret and explain documents, make decisions regarding the production of records, ensure proper service of subpoenas, and apply masking requirements for confidential information protected under Section 1808 VC.
15%	(E) Monitors and maintains subpoena files, tracking actions pending and their current status. The incumbent inputs subpoena information into the Legal Database, closes subpoena cases as required, and maintains a tickler file to ensure timely follow-up. Sends invoices for the production of responsive documents, monitors to ensure payments are received in a timely manner, and processes monies as they are received. Works with the unit manager to develop and/or update subpoena procedures and ensures all procedures remain current.
10%	(E) Accepts other legal documents. Accepts service of process of other legal documents being served upon the department. Analyzes legal notices, documents, and correspondence to ensure that they are accurate, meet legal requirements, and are filed in a timely manner. Notifies attorney of any documents that do not meet legal/filing requirements.



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5%	(E) Purges documents to be compliant with the LAD retention schedule. Performs other job-related duties as required.
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Supervision Received: The Analyst I works under supervision of the Supervisor I; however, directions and assignments may also come from the Supervisor II and Chief of Staff.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Works in an office setting, in a cubicle with artificial lighting and temperature control. Primarily sedentary for extended periods of time; to operate a computer terminal; participate at meetings. Ability to communicate effectively with internal/external customers over the telephone, in person, mail, or via e-mail. Requires fine hand manipulation and repetitive use of hands. Occasional reaching above shoulder level and occasional bending/stooping and occasional lifting up to fifteen pounds.
Special Requirements: Proficiency in Microsoft Excel, Word, and Outlook. Must possess good communication skills, use good judgment in decision making, manage time, and resources effectively, and be responsive to management needs.
Personal Contacts: Will interact with internal and external stakeholders via telephone, e-mail, in person, Teams, and mail. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

019-5157-009

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE