

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst	Date
Employee Name Vacant		Division Legal Division		
Position No / Agency-Unit-Class-Serial 461-301-5237-004		Unit		
Class Title Legal Analyst		Location Sacramento		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R01	Work Week Group: 2	Pay Differential
Other				
BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under general supervision of the Supervisor I, Manager II, the Deputy Chief Counsel and the Chief Counsel, along with general guidance from the Assistant Chiefs Counsel, the Legal Analyst provides assistance to the Legal Services Division by performing a variety of complex paralegal duties which are analytical in nature to support the legal and management staff, involving all litigation and administrative functions of the Legal Services Division.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).			
45%	Independently performs a full range of varied and complex paralegal duties, which are analytical in nature, and provides consultative services to management and attorneys. Participates in the preliminary work of reviewing, editing and drafting various legal documents including a variety of discovery requests and responses, pleadings on complex issues, monitors and tracks Agency contracts, files court documents and performs record and legal research. Performs other tasks in support of the attorneys, including preparation of trial exhibits and service of subpoenas. Reviews and analyzes client agency requests, assists in the development of strategies and proposals to rectify problem areas; assists with analyzing statutory and regulatory authority, assists in the preparation of analyses of legislation and regulations, assists in drafting legislation and regulation proposals for client agencies, monitors progress of legislation and regulations.			
30%	Provides assistance to the Public Records Act (PRA) coordinator(s). Analyze requests, make recommendations, draft responsive documents, and appropriately redact confidential, personal and HIPAA protected information from PRA responses. Ensure accuracy and timeliness in maintaining compliance with the PRA.			
10%	Assists with the creation of databases to follow legal, hospital and patient trends. Assists with the creation of formulas for data extraction. Prepares complex data for legislative, budgetary, client and other stakeholder needs.			

	Incorporates enterprise data information into legal data. Assists with the creation of manual and computerized systems for managing legal assignments.
10%	Gathers documentation, interviews witnesses, drafts declarations, researches and analyzes statutory and case law authority relating to specific issues and makes recommendations concerning the handling of these issues. Summarizes and analyzes expert witness statements. Under the direction of attorneys, responds to inquiries from the Governor's Office, Legislature, Office of the Attorney General, officials of the Health and Human Services Agency, the Governor's Office, County Administrators, citizens' groups and professional organizations other high-level public and private agencies and the general public on behalf of the Chief Counsel.
5%	Assist with special projects or with other duties assigned by the Manager II, Assistant Chiefs Counsel, or the Chief Counsel.
Other Information	Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. This position reports to the Allenby Building in Sacramento County. A hybrid Telework schedule, consistent with the State of California's in-office requirement, may be considered with prior approval from management. The incumbent may also be required to travel throughout California as needed, with prior notice. In-office work requirements for new employees may increase during the first thirty (30) days of employment based on training needs. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee's Signature _____ Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date