



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
LEGAL	Analyst II	326-411-5393-001
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
PRA SECTION	TBD	R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
Vacant	TBD	Eric Padilla
POSITION DESCRIPTION		
Under the direction of the Supervisor I of the Public Records Act Section of the Legal Division at the California Civil Rights Department (CRD), the Analyst II independently researches and responds to Public Records Act (PRA) requests and generates data reports as extra help. Incumbent routinely works with sensitive and confidential issues and/or documents and is always expected to maintain the privacy and confidentiality of such issues and/or documents. The incumbent must also exercise a high degree of initiative, independence, sound judgment, and creativity in performing tasks. Incumbents must be self-motivated, conscientious, and dependable. Professional courtesy must always be demonstrated.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Functions as the Custodian of Records designee for CRD responding to and processing requests for compliance reports, media/press reports, departmental policies and procedures, annual data reports, departmental contracts, and documents pursuant to the PRA. Record location and review, redaction of personal information and segregation of records exempt from disclosure. Perform legal research, analyzing the relevant statute(s) and case law prior to the production of reports and documents. Responds to a variety of inquiries from press/media, attorneys, and the public on the status of PRA requests, and provides information on the procedural aspects of processing PRA requests.	
30%	Responds to numerous and complex PRA requests for CRD investigative files containing sensitive and/or privileged information. Ensures all applicable laws, rules, policies, and procedures, including but not limited to the California Public Records Act, are applied correctly.	
20%	Maintains proper records of PRA requests in the CRD’s Case Management System (CMS) in compliance with departmental procedures. Compiles and analyzes statistical data on PRA requests and prepares various reports of cases handled by CRD, such as monthly reports, annual reports to the legislature, and other ad hoc reports. Submits new public records requests in CMS. Maintains request information in the CMS, updating and closing PRA requests in compliance with departmental procedures.	
10%	Enters new public records requests in CMS. Maintains request information in the CMS, updating and closing PRA requests in compliance with Department procedures. Assists with monitoring and maintaining the PRA Section email inbox, including identifying and flagging complex or sensitive requests for appropriate staff review.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Participates in meetings, seminars, and trainings.	
5%	Other duties as assigned by the Supervisor I, Assistant Chief Counsel, or Chief Counsel of the Legal Division.	



Duty Statement

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively and establish and maintain cooperative working relationships with co-workers and members of the public and display excellent customer service skills.
- Ability to operate a computer and experience using MS Excel/Word.
- Ability to interpret and apply laws and regulations to specific situations.
- Ability to follow oral and written instructions and established procedures.
- Ability to prepare written documents and accurate detailed reports clearly and concisely.
- Ability to multitask and manage multiple impending deadlines.
- Experience in or knowledge of the California Public Records Act.
- Experience in or knowledge of the California Fair Employment and Housing Act (FEHA), CRD complaint process, investigative techniques, and/or settlement of complaints.
- Experience in or knowledge of the California legal system and judicial processes.
- Experience working as a project leader or coordinating the efforts of representatives on projects.

TYPICAL WORKING CONDITIONS:

- Ability to effectively handle stress and work in a noisy and fast-paced environment.
- Daily use of a personal computer and related software applications at a workstation.
- Ability to complete tasks that require repetitive hand movements in the performance of daily duties, with or without reasonable accommodations and modifications to facilitate such tasks.
- Prolonged use of a workstation for 6.5 to 7 hours per day.
- Requires punctual and regular attendance.

TELEWORK DESIGNATION:

The California Civil Rights Department supports hybrid work schedules, including telework days, for employees who can perform their essential functions remotely, as operationally allowed.

SPECIAL REQUIREMENTS:

Supervision Received:

The Analyst II receives supervision from the Supervisor I, Public Records Act Section, Legal Division. However, incumbent may receive direction from the Assistant Chief Counsel or Chief Counsel.

Supervision Exercised:

This position has no direct supervisory functions.



Duty Statement

Special Characteristics:

Personal Contacts:

The Analyst II may have daily contact with departmental management, staff, complainants, respondents, legal representatives, control agency representatives, media/press, and the general public.

Actions and Consequences:

Must adhere to all applicable laws, rules, policies, and procedures, including but not limited to the California Public Records Act, the Fair Employment and Housing Act, Unruh Act, Ralph Civil Rights Act, Disabled Persons Act, CRD's Enforcement Directives, Administrative Manual, Clerical Manual, and any directions received from departmental management personnel. A failure to process work promptly, accurately, and with good judgment could result in the rights of complainants, respondents, and/or others, as set forth in the California Public Records Act, the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act, and the Disabled Persons Act being jeopardized and/or compromised. Failure to use good judgment in handling sensitive and confidential information could result in violation(s) of individual privacy rights and CRD policy. Failure to utilize diligence in gathering data, taking notes, or preparing reports could result in the public's right to information being compromised or consequences to CRD from our federal partners. Failure to properly route emails and phone calls to appropriate personnel could result in reputational or legal damage to CRD.

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 the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE