

DUTY STATEMENT**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

26-007**EFFECTIVE DATE:****DGS OFFICE OR CLIENT AGENCY**

California Gambling Control Commission

POSITION NUMBER (Agency - Unit - Class - Serial)

293-200-5237-001

UNIT NAME AND CITY LOCATED

Legal - Sacramento

CLASS TITLE

Legal Analyst

WORKING DAYS AND WORKING HOURS

Monday through Friday 8:00 a.m. to 5:00 p.m.

SPECIFIC LOCATION ASSIGNED TO**PROPOSED INCUMBENT (If known)****CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)**

293-200-5333-001

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

CALIFORNIA GAMBLING CONTROL COMMISSION MISSION

We are committed to protecting the public by ensuring integrity and justice in the controlled gambling industry through effective regulations and fair application of the law.

COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

The California Gambling Control Commission (Commission) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The Commission is proud to foster inclusion and representation at all levels of the Department.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Chief Counsel, this position will be responsible for the coordination of quasi-judicial hearings before the Commission and the organization of all Commission litigation information. This position is also the Commission's Public Records Act Coordinator and Custodian of Records.

% 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. *(Use additional sheet if necessary)*

50%

In order to provide paraprofessional service and to ensure that the Commission's Administrative Hearing Program is in order and running efficiently:

- Coordinate with hearing parties, including applicants and the Attorney General's Office, as well as Commission staff to set administrative hearings, default hearings and prehearing conferences.
- Analyze hearing packets to ensure the Commission has jurisdiction over applicants and identify any issues that need to be resolved prior to setting the hearing; coordinate with Commission staff to correct packet deficiencies to ensure that hearings may proceed.
- Prepare and serve hearing notices and decisions. Receive for filing Accusations and Statement of Issues prepared by the Bureau of Gambling Control and the Attorney General's Office for cases to be heard pursuant to the Administrative Procedures Act.
- Maintain administrative hearing files, calendars and records, process hearing exhibits and pleadings, create and maintain systems for tracking GCA and APA hearings and stats using Excel.
- Pursuant to the Bagley Keene Open Meeting Act prepare and provide notice of hearings and closed session deliberations; review and verify closed session agenda items.
- Ensure that information on the Commission's website concerning hearings and FAQs is current.

10%

In order to provide paraprofessional services and to ensure proper representation of the Commission:

- Perform a wide variety of complex paralegal duties relating to litigation under supervision of Legal Counsel.

	- Analyze facts and documents in connection with litigation and perform legal research to assist in determining appropriate action. - Prepare responses to discovery requests, subpoenas, and subpoenas duces tecum for review by Legal Counsel. - Arrange for service of process and accept service on behalf of the Commission. - Create and maintain systems for tracking and gathering litigation information, maintain litigation files, and maintain legal opinions.
25%	In order to ensure the Commission complies with the Public Record Act requirements: - Monitor and respond to public records requests and inquiries pursuant to the California Public Records Act, utilizing knowledge of applicable statutes and the Tribal-State Compacts; work with Commission staff to provide response and disclosable records. - Provide liaison services for exchange of information with other departments and state agencies.
5%	In order to provide research and analytic assistance to the Legal Division: - Research and prepare replies and/or analysis regarding sensitive Commission and program issues, based on knowledge of the Gambling Control Act, Tribal-State Gaming Compacts, Commission regulations and other applicable laws. Research various topics through the use of Westlaw, Internet and other sources. - Create and update Commission policies and procedures under the Legal Division purview and desk procedures.
5%	In order to provide administrative assistance to the Chief Counsel: - Track assignments to ensure they are completed in a timely manner through the use of Excel assignment tracking system. - Review and analyze workload tracking reports and other tracking documents for trends and policy considerations and make recommendations to the Chief Counsel.
5%	Other Duties at Required: - Strategic Plan Projects - Attend quarterly Gaming Policy Advisory Committee meetings and prepare meeting reports. KNOWLEDGE AND ABILITIES: <i>Knowledge of:</i> Basic legal concepts, terminology, principles and procedures; use of legal reference materials; role of a paralegal staff in a legal office. <i>Ability to:</i> Ability to: Reason logically and accurately analyze situations; read effectively; prepare reports and summary sheets which set forth the statement of facts, applications of relevant law, and conclusions; read and understand statutes; prepare drafts of pleading; draft litigation discovery documents, such as interrogatories and motions; and work cooperatively with attorneys and members of the support staff. DESIRABLE QUALIFICATIONS: - Strong analytical and organizational skills - Ability to manage multiple priorities/projects - Ability to establish and maintain effective working relationships - Excellent communication skills (verbal/written) - Knowledge of the litigation process - Experience with Microsoft Excel, Access, Word and database management

SPECIAL PERSONAL CHARACTERISTICS:

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

The employee's workstation is located at 2399 Gateway Oaks Drive, Suite 220 and is equipped with standard or ergonomic office equipment, as appropriate. This position is a predominantly sedentary position that requires a negligible amount of lifting up to 10 pounds of force. There may be an occasional need to travel within the state and to other state offices in the Sacramento area.

This position may be eligible to participate in a hybrid telework schedule. Occasional in-office days are required and participation in telework is subject to the Commission's Telework policy and supervisor's approval.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)

Jason Pope

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE