CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

[ ] PROPOSED

[X] CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER			MCR / HCR
Office of Legal Affairs	065-400-5393-816			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst II			
	WORKING TITLE			
Administrative Support Section Complex Litigation Unit Administrative	Complex Litigation Coordinator			
	TIME BASE / TENURE	CBID	WWG	COI
	FT/Perm	R01	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
10111 Old Placerville Road, Sacramento, CA 95827				

CDCR'S MISSION, VISION and COMMITMENT

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

Commitment

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

The Office of Legal Affairs (OLA) provides legal advice to CDCR leadership to help ensure operations are conducted effectively and consistent with legal requirements. The Class Action Litigation Unit provides support to OLA class action legal teams, which oversee and advise CDCR on all class action matters brought against the Department.

GENERAL STATEMENT

Under direction of the Supervisor I, the Complex Litigation Coordinator performs a wide variety of administrative, technical, consultative, and analytical support on complex, sensitive, and critical Departmental issues concerning class action and complex litigation lawsuits. The Complex Litigation Coordinator works with attorneys, internal CDCR divisions and offices, the Office of the Attorney General, external agencies, stakeholders, and the private sector on case issues, document production, and court orders The incumbent must acquire a working knowledge of Departmental activities, policies, procedures, projects, and assignments in

progress and stay apprised of related changes. In addition, the Coordinator must also be comfortable with managing workload under interruptions, re-prioritizing tasks with same day or short deadlines, working well under pressure and competing deadlines, leading meetings, being proactive, and adjust smoothly under changing priorities. The Coordinator must be detail-oriented, highly organized, and proactive in identifying and correcting potential discrepancies, ensuring all assignment tasks are completed with precision and on deadline.

% 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.
35%	Review, analyze, and compare program reports concerning Armstrong v. Brown, Clark v. Brown, and other class action litigation for completeness, accuracy, and validation of data and sources. Request, analyze, and validate supporting documentation for reports and advise management of implications. Review a broad spectrum of administrative and program alternatives, identify and correct complex problems, recommend solutions, and independently formulate policies and procedures to ensure accurate and correct reporting. Develop and maintain the OLA assignment intake and assignment process and tracking system, including the receipt, identification, and direction of fulfilling information requests.
25 %	Independently review and analyze court orders in Armstrong v. Brown, Clark v. Brown, and other class action litigation. Advise management on the impact or potential noncompliance impact and coordinate the efforts of representatives of various divisions and programs within the Department such as the Division of Adult Parole Operations, the Division of Adult Institutions, and the Board of Parole Hearings. Triage, analyze, and log class action tour reports and advocacy letters.
25%	Independently gather and prepare complex legal discovery documents for staff counsel approval prior to provision to plaintiffs' counsel. Respond to complex inquiries and correspondence from Departmental staff and other parties regarding Armstrong v. Brown, Clark v. Brown, and other class action litigation. Review, track, and summarize all class action billing.
10%	Participate in meetings regarding class actions, data collection, California Public Records Act requests, and other areas in which the incumbent may be assigned; implement requirements placed upon OLA by other divisions and programs; provide assistance and consultation to management and staff regarding Departmental policies and procedures. Serve as a point of contact for plaintiffs' attorneys and OAG on all class action litigation.
5%	Manage and maintain accessible files using record keeping procedures and file naming conventions; manage and maintain cloud-based website for all document production; maintain knowledge of applicable regulation, law, policies, procedures, and proposed legislation affecting class action litigation and the California Public Records Act; develop and provide training to staff and external clients; attend and complete annual mandatory training. Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time; and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in significant delays in providing court-mandated responses, record production and other document production agreed between stakeholders such as, but not limited to, parties, Deputy Attorney Generals, and contract counsel; disclosure of information that could pose safety and security risks to employees, incarcerated

people, victims, family members, contractors, and institutions which may result in legal sanctions and financial penalties to the Office of Legal Affairs and to the Department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

California Department of Corrections
Office of Legal Affairs

ANALYST I AND ANALYST II
ESSENTIAL FUNCTIONS

THE ESSENTIAL FUNCTIONS OF THIS POSITION INCLUDE THE FOLLOWING:

To perform this job successfully, an individual must be able to demonstrate a high degree of initiative, professionalism, tact, and confidentiality.

- Occasional travel required to Department work locations locally or statewide as necessary.

- Knowledge of principles, practices, and trends of public and business administration and management and supportive staff services such as budgeting, personnel, and management analysis, government functions, and organization and methods and techniques of effective leadership.

- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems, develop and evaluate alternatives, analyze data and present ideas and information effectively both orally and in writing. Ability to consult with and advise administrators or other interested parties on a wide variety of subject-matter areas. Ability to gain and maintain the confidence and cooperation of those contacted during the course of work. Ability to coordinate the work of others, act as a team or conference leader and appear before legislative and other committees.

- Ability to take technical and legal information and present it to layman clearly and logically. Incumbent must be able to write documents in English and at a high school level, and must be able to speak English clearly and effectively in a large group setting.

- Ability to evaluate situations accurately and take effective action, compile clear and comprehensive reports, deal tactfully with a wide range of inquiries and apply specific laws, rules and office policies and procedures.

- Knowledge of computer, basic office equipment, hand-held computing devices, and scanning/copier equipment.

- Demonstrated ability to act independently, maintain open-mindedness and flexibility, tactfully make sound business decisions and willingness to assume leadership during the Supervisor I absence. Ability to communicate technical legal information to various Department staff clearly and concisely.

- Ability to learn rapidly, follow directions, communicate effectively with other staff and those contacted in the workplace. Ability to exhibit professional work habits such as punctuality, skill, neatness, and dependability. Ability to make satisfactory progress in a prescribed training program. Ability to interpret written material, edit written material, write effectively, and analyze written and numerical data accurately.

- All of the essential functions of the Analyst I and Analyst II require reaching, grasping, the repetitive motion of keyboarding, sitting/standing for lengthy periods of time and near acuity viewing ability.

California Department of Corrections
Office of Legal Affairs

ANALYST I AND ANALYST II
ESSENTIAL FUNCTIONS

- Ability to work from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Supervisor's Statement: I have discussed the duties of the position with the employee.

EMPLOYEE		**SUPERVISOR**	
Print Name		Print Name	
Signature	Date	Signature	Date