

DUTY STATEMENT

Classification: Analyst II	
Working Title: Legal & Policy Support Analyst	
Program:	
Division: Office of Legal Services (OLS)	
Branch: Regulations and Administrative Services	
Section: Administrative Services and Legal and Technical Support	
Unit:	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 803-030-5393-914
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
Job Summary: The Administrative Services and Legal and Technical Support (ASLTS) Section is comprised of two collaborative units acting as OLS' administrative, operations and technical liaisons. The Administrative Services Unit (ASU) coordinates financial, business services, personnel, and training activities for OLS. The Legal and Technical Support Unit (LTSU) provides technical services, including administration of ProLaw, maintenance and oversight of Relativity; legal and executive support services. Under direction of the Supervisor II, manager of the Administrative Services and Legal and Technical Support Section, the Analyst II is responsible for performing the more responsible, varied, and complex legal-technical and analytical administrative duties as part of the ASLTS. These functions include providing analytical and legal support; tracking budgetary developments resulting from statutory and regulatory changes; assisting with drills and conducting time-sensitive research; tracking workload and monitoring impact; supporting the development and dissemination of policy guidance; tracking and organizing Medicaid policy related legal issues, supporting e-Discovery and document production, and coordinating with the Department of Justice (DOJ) on case development. This position is responsible for cross-divisional coordination, and collaboration with internal staff and external stakeholders to develop and implement internal compliance processes. The Analyst II performs as a full journey level analyst, acting independently with lead responsibility for administrative and support activities for the OLS pertaining to federal fiscal policy and related legal impacts. The Analyst II must maintain effective communication and working relationships with all OLS staff, management, DHCS programs, and external entities; and must maintain consistent and regular attendance.	

Job Summary (cont):

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

Description of Duties:	
% of Time	Essential Functions
35%	Act as lead for special assignments. Exercise discretion and authority to develop, implement, continually review and update internal procedures for tracking budgetary, statutory, and regulatory changes and developments for which there is significant impact to the Medicaid program. Research and make recommendations for improvement, then implement necessary changes. Work closely with other OLS analysts, and program partners to establish and maintain financially sound and appropriate business practices for tracking and monitoring OLS' cost allocation and other fiscal data. Track all assignments and coordinate reviews of workload while monitoring federal approvals and supporting the development and dissemination of policy guidance, including litigation tracking. Independently research and analyze statistical and financial data to assist management in the development, coordination, and submission of Budget Change Proposals (BCPs), including the tracking of such proposals through the internal and external review process. Develop and prepare various reports including monthly financial and statistical management reports and ad hoc reports as requested. Use independent judgment and discretion to interpret and apply state and federal laws, regulations, policies and procedures to specific situations.
30%	Provide strategic recommendations and analytical, administrative, and legal support to OLS attorneys and management. Support e-Discovery and document production, and coordinate with the DOJ on case development. Assist with special projects related to legal, technical, and administrative issues. Develop and maintain business processes and workflows to assist, standardize, and strengthen the overall office-wide functionality and use of ProLaw and Relativity including quality assurance tasks to ensure data integrity, and conformance by end-users to departmental and OLS expectations. Assist with the functional administration of Relativity, in collaboration with other analysts, and act as a subject matter expert (SME) for program evaluation and systems development in conjunction with and as a liaison with technical staff and vendors to ensure successful ongoing administration. Support administrative efforts; and create, administer, and manage software workspaces for attorneys, paralegals, and analysts. Provide end-user support for internal troubleshooting. Troubleshoot technical and legal document issues and instruct users on workspace management practices. Perform complex analytical assignments of the highest difficulty. Provide strategic recommendations to management and lead the development of corrective actions. Research, compile, and validate allocation data, while identifying trends or potential errors, and offer alternatives to ensure operational alignment. Assist with complex and sensitive drills and conduct time-sensitive and intensive research on matters impacting OLS.

Description of Duties:	
% of Time	Essential Functions
25%	In coordination with the LTSU ProLaw Systems Liaison, compile and audit OLS client billing information in ProLaw. Assess cost allocation and billing data for accuracy and completeness. Reconcile information and billing codes with Department program and Accounting staff and respond to billing inquiries. Review client billing, expenditure, and budget data on a monthly basis using various resources (e.g., timekeeping documents, statistical reports, and universal databases). Inform OLS staff of time reporting responsibilities and practices. Establish and maintain OLS policies and procedures for complex billing activities and explore alternative operational procedures, offering recommendations to management. Act in the place of OLS Case Coordinators as necessary, managing matters in ProLaw including opening, creating, maintaining, and closing matters. Provide direct assistance and training on ProLaw to new and existing staff. Develop and update letters, forms, memoranda, spreadsheets, and reports regarding confidential legal issues and other related matters, and route appropriately to internal and external parties. Draft confidential correspondences related to fiscal matters for management review. Prepare, review, proofread, edit, and prioritize correspondence and other documents for the attorney's signatures and ensure consistency with Department standards. Analyze administrative and legal support systems, processes, and tracking mechanisms to be used in this position and implement necessary changes to improve efficiencies including the development and ongoing maintenance of a position specific desk manual and OLS-wide reference materials for standardized policies and procedures. Research alternative and additional operational procedures that could better facilitate OLS administrative, legal, and technical support services and offer detailed recommendations to management. Participate in the preparation of budget change concepts and draft proposals in conjunction with management and other divisions, composing justifications, considerations, timetables, workload measures, and feasible alternatives; and make recommendations to management. Review and track proposed legislation, bill analysis, and legislative reports related to federal fiscal policy; research information presented to determine impact and organize findings; and prepare written analyses. Create ad-hoc reports and compile data to support concepts and proposals. Maintain a working knowledge of computer system hardware and software to assist OLS staff with day-to-day activities, special projects, and documentation of procedures and processes. Acquire the knowledge and skills to utilize available applications. Support the development and implementation of OLS-wide procedures by contributing research and administrative input; and assist in the evaluation, development, and maintenance of databases, spreadsheets, and other administrative systems.

Description of Duties	
% Of Time	Essential Functions
5%	Analyze and reconcile the monthly DOJ billing report; provide management with a reconciliation report including cost summary of legal billing for ongoing matters; and in consultation with management, respond to inquiries from the Assistant Chief Counsels. Maintain the DOJ billing and reporting procedure for OLS; and act as a point of contact for DOJ-Accounting reconciliations and billing inquiries. Conduct legal research, utilizing Westlaw Legal Library, on-line resources, and other databases. Attend and participate in staff meetings, training, and development activities. Acquire the knowledge and skills necessary to serve as a back-up for the OLS ASU Business Services Analyst and Budget Liaison. May act as secondary back-up support for other analytical staff in OLS.
% Of Time	Marginal Functions
5%	Perform other duties as assigned.

Supervision Received: Under Direction by the (enter supervisor classification):

Supervisor II _____.

Supervision Exercised: (check all that apply)☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

- Ability to gather, analyze, and interpret data; make sound decisions and recommendations; and reason in a logical manner to resolve issues.
- Detail oriented with excellent organizational and project management skills.
- Self-motivated with independence and ability to complete tasks and deliver quality work products.
- Ability to adapt to shifting priorities and organize day-to-day workload and long-term assignments.
- Excellent writing skills; and the ability to prepare comprehensive reports, summaries, presentations, correspondence, and other written documents.
- Excellent attendance, punctuality, and dependability.
- Ability to be diplomatic, service-oriented, and collaborate well with peers, colleagues, and managers; and promote a respectful and cooperative work environment.
- Knowledge of project management, technical writing, and fiscal management practices.
- Experience working in a legal office is beneficial, but not required.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☐ Occasional ☐ Over Night

Requires Lifting of Heavy Objects up to: _____

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Stephanie Grzovic

Analyst Signature:

Stephanie Grzovic

Digitally signed by Stephanie Grzovic
Date: 2026.10.14 14:40:58 -07'00'

Date:

10/14/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: 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 a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date:

DUTY STATEMENT

Classification: Analyst I	
Working Title: Legal & Policy Support Analyst	
Program:	
Division: Office of Legal Services	
Branch: Regulations and Administrative Services	
Section: Administrative Services and Legal and Technical Support	
Unit:	
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: ☐ Yes ☒ No	Telework Eligible: ☒ Yes ☐ No
CBID: R01	Position Number: 803-030-5157-XXX
Bilingual Position: ☐ Yes ☒ No	Specify Language: Not Applicable
This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.	
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Job Summary (cont):

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

Description of Duties:	
% of Time	Essential Functions
25%	Develop, implement, continually review and update internal procedures for tracking budgetary, statutory, and regulatory changes and developments for which there is significant impact to the Medicaid program. Research and make recommendations for improvement, then implement necessary changes. Work closely with other OLS analysts, and program partners to establish and maintain financially sound and appropriate business practices for tracking and monitoring OLS' cost allocation and other fiscal data. Track all assignments and coordinate reviews of workload while monitoring federal approvals and supporting the development and dissemination of policy guidance, including litigation tracking. Independently research and analyze statistical and financial data to assist management in the development, coordination, and submission of Budget Change Proposals (BCPs), including the tracking of such proposals through the internal and external review process. Develop and prepare various reports including monthly financial and statistical management reports and ad hoc reports as requested. Use good judgment to interpret and apply state and federal laws, regulations, policies and procedures to specific situations.
25%	While exercising sound judgment within established guidelines, provide analytical, administrative, and legal support to OLS attorneys and management. Support e-Discovery and document production, and coordinate with the DOJ on case development. Assist with special projects related to legal, technical, and administrative issues. Develop and maintain business processes and workflows to assist, standardize, and strengthen the overall office-wide functionality and use of ProLaw and Relativity including quality assurance tasks to ensure data integrity, and conformance by end-users to departmental and OLS expectations. Assist with the functional administration of Relativity, in collaboration with other analysts. Support administrative efforts; and create, administer, and manage software workspaces for attorneys, paralegals, and analysts. Provide end-user support for internal troubleshooting. Troubleshoot technical and legal document issues and instruct users on workspace management practices. Research, compile, and validate allocation data, while identifying trends or potential errors, and offer alternatives to ensure operational alignment. Assist with complex and sensitive drills and conduct time-sensitive and intensive research on matters impacting OLS.

Description of Duties:	
% of Time	Essential Functions
20%	In coordination with the LTSU ProLaw Systems Liaison, compile and audit OLS client billing information in ProLaw. Assess cost allocation and billing data for accuracy and completeness. Reconcile information and billing codes with Department program and Accounting staff and respond to billing inquiries. Review client billing, expenditure, and budget data on a monthly basis using various resources (e.g., timekeeping documents, statistical reports, and universal databases). Inform OLS staff of time reporting responsibilities and practices. Establish and maintain OLS policies and procedures for complex billing activities and explore alternative operational procedures, offering recommendations to management. Act in the place of OLS Case Coordinators as necessary, managing matters in ProLaw including opening, creating, maintaining, and closing matters. Provide direct assistance and training on ProLaw to new and existing staff. Develop and update letters, forms, memoranda, spreadsheets, and reports regarding confidential legal issues and other related matters, and route appropriately to internal and external parties. Draft confidential correspondences related to fiscal matters for management review. Prepare, review, proofread, edit, and prioritize correspondence and other documents for the attorney's signatures and ensure consistency with Department standards. Analyze administrative and legal support systems, processes, and tracking mechanisms to be used in this position and implement necessary changes to improve efficiencies including the development and ongoing maintenance of a position specific desk manual and OLS-wide reference materials for standardized policies and procedures. Research alternative and additional operational procedures that could better facilitate OLS administrative, legal, and technical support services and offer detailed recommendations to management.
15%	Participate in the preparation of budget change concepts and draft proposals in conjunction with management and other divisions, composing justifications, considerations, timetables, workload measures, and feasible alternatives; and make recommendations to management. Review and track proposed legislation, bill analysis, and legislative reports related to federal fiscal policy; research information presented to determine impact and organize findings; and prepare written analyses. Create ad-hoc reports and compile data to support concepts and proposals. Maintain a working knowledge of computer system hardware and software to assist OLS staff with day-to-day activities, special projects, and documentation of procedures and processes. Acquire the knowledge and skills to utilize available applications.

Description of Duties	
% Of Time	Essential Functions
10%	Analyze and reconcile the monthly DOJ billing report; provide management with a reconciliation report including cost summary of legal billing for ongoing matters; and in consultation with management, respond to inquiries from the Assistant Chief Counsels. Maintain the DOJ billing and reporting procedure for OLS; and act as a point of contact for DOJ-Accounting reconciliations and billing inquiries. Conduct legal research, utilizing Westlaw Legal Library, on-line resources, and other databases. Attend and participate in staff meetings, training, and development activities. Acquire the knowledge and skills necessary to serve as a back-up for the OLS ASU Business Services Analyst and Budget Liaison. May act as secondary back-up support for other analytical staff in OLS.
% Of Time	Marginal Functions
5%	Perform other duties as required.

Supervision Received: Under Direction by the (enter supervisor classification):

Supervisor II _____.

Supervision Exercised: (check all that apply)☒ Non-Supervisory Classification / None☐ Clerical Staff☐ Analytical Staff☐ Technical Staff☐ Professional Staff☐ Supervisory Staff☐ Managerial Staff**Special Requirements:**☐ Medical Evaluation /Clearance☐ Typing Certificate☐ Valid Driver's License☐ Background Check / Finger Printing Clearance☐ Valid Professional License (please specify): _____**Desirable Qualifications:**

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 - Detail oriented with excellent organizational and project management skills.
 - Self-motivated with independence and ability to complete tasks and deliver quality work products.
 - Ability to adapt to shifting priorities and organize day-to-day workload and long-term assignments.
 - Excellent writing skills; and the ability to prepare comprehensive reports, summaries, presentations, correspondence, and other written documents.
 - Excellent attendance, punctuality, and dependability.
 - Ability to be diplomatic, service-oriented, and collaborate well with peers, colleagues, and managers; and promote a respectful and cooperative work environment.
 - Knowledge of project management, technical writing, and fiscal management practices.
- Experience working in a legal office is beneficial but not required.

Working Conditions (Check all that apply):

Prolonged Periods of:

☐ Standing ☒ Sitting ☐ Kneeling ☐ Bending

Travel May be Required:

☐ Occasional ☐ Over NightRequires Lifting of Heavy Objects up to: N/A**Acknowledgements:****Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.Analyst Name:
Stephanie Grzovic

Analyst Signature:

Stephanie Grzovic

Digitally signed by Stephanie Grzovic
Date: 2026.10.14 14:41:54 -07'00'

Date:

10/14/2026

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

Supervisor Acknowledgement: 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 a copy of this duty statement.

Supervisor Name:

Supervisor Signature:

Date: