State of California
Commission on Teacher Credentialing
CCTC-AGENCY HR-101 (REV 07/26)

DUTY STATEMENT

Position Details:

RPA Number:
Effective Date:
Employee Name:
Position Number (Agency-Unit-Class-Serial): 192-501-5237-010
Division/Unit: Legal Division
Class Title: Legal Analyst

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers, and members of the public to enable the CTC to provide the highest level of service possible. Your creativityand ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully, and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.
Under direction of the Legal Support Supervisor I, Legal Support Supervisor II, Assistant Chief Counsel, and General Counsel, the Advisory Legal Analyst performs the following:

Percentage 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.
60%	**ESSENTIAL FUNCTIONS** Serves as the Legal Division's Custodian of Records. Searches, reviews, and redacts records responsive to subpoenas, discovery, search warrants, and request for records pursuant to the California Public Records Act and the Information Practices Act. Responds to sensitive, high-level inquiries concerning Commission actions, and provides analytical support to Commission staff regarding data and records requests. Coordinates with in-house counsel to ensure compliance within the Commission's records requests. Maintains accuracy in preparation of records request responses and record keeping to ensure compliance.
15%	Serves as back up to the Legal Division's Commission Agenda Legal Analyst. Provides all necessary documents for the Commission to take final action on disciplinary cases. Schedules a high volume of cases for Commission review and reports the results as required by law. Accurately sets all final adverse actions in CASE database, which reflect as public records. Performs the analysis and coordination of all Petitions for Reinstatement and makes preliminary determinations of eligibility for reinstatement for attorney approval. Accurately prepares Petitions for presentation to the Commission. Schedules Petitions for Reinstatement, ALJ Proposed Decisions, transcript reviews, and Decision and Orders for Commission review during Closed Session. Accurately prepare the Commission Closed Session Agenda, Committee of Credentials Ad Hoc Agenda, and any other Commission agenda items. Takes minutes of Closed Session proceedings. Provides timely and accurate responses to Respondent, Petitioner, and opposing counsel inquiries. Analyzes, prepares, and transmits the All-Points-Bulletin to subscribing stakeholders statewide. Assists with preparing all necessary documents for the Commission's agenda related to final actions on disciplinary cases, Petitions for Reinstatement, Proposed Decisions, Probation Violations, Defaults, and Consent Determinations.

15%	Serves as backup to the Legal Division's Committee of Credentials Agenda Legal Analyst in all aspects related to the Committee of Credentials (Committee). This includes scheduling hearings before the Committee; assuring that all legal requirements necessary to conduct the meeting are met for each meeting. Alerts an attorney if proceedings may violate the due process rights of any respondent. Interacts with respondent attorneys as well as unrepresented respondents to ensure that the Committee calendar is prepared with efficiency and in compliance with the legal requirements. Organizes and prepares all correspondence related to procedures and outcomes for the Committee. Responds to procedural questions both orally and in writing from respondents and their counsel appearing before the Committee.
10%	**MARGINAL FUNCTIONS** Provides assistance to legal staff on other issues as assigned, and handles special assignments from the General Counsel, Assistant Chief Counsel, Legal Support Supervisor I, and Legal Support Supervisor II. Other duties as assigned.

Knowledge and Abilities:

Knowledge of:

- Basic legal concepts, terminology, principles and procedures; use of legal reference materials; role of a paralegal staff in a legal office.

Ability to:

- Reason logically; analyze situations accurately and recommend an effective course of action; write effectively; prepare reports and summary sheets which set forth a statement of the facts, applications of relevant law and conclusions; read and understand statutes, court decisions, legal documents and similar material; work cooperatively with attorneys, clerical staff, technical staff and the general public. Demonstrated ability to act

independently, to communicate effectively both verbally and in writing, and to assume increased responsibility.

Interpersonal Skills:

- An ability to communicate in a civil manner in a fast-paced environment.
- Address problems or complaints regarding departmental and/or work unit policies, procedures, and/or services/products routinely in a calm, courteous, and tactful manner.
- Interact with management, staff, and internal and external stakeholders, contributing
- to the overall efficiency and productivity of the work unit.

Desirable Qualifications:

- Knowledge of basic legal concepts, terminology, principles, and procedure.
- Ability to work cooperatively with management, attorneys, peers, and Commission staff.
- Ability to strictly adhere to established policy and procedure.
- Knowledge and experience searching for, reviewing, and redacting records.
- Ability to independently analyze documents, identify legal issues, and elevate those issues to management or an attorney, as appropriate.
- Ability to manage a large volume of work while ensuring deadlines are met and work product is accurate.
- Ability to interpret a statute, regulation, policy or procedure and accurately analyze a fact pattern against the law to arrive at a sound conclusion.
- Possesses excellent written and verbal communication skills.
- Possesses exceptional organizational skills and a strong attention to detail.
- Experience providing legal support services in an in-house legal office, a court, or an administrative body.
- Proficiency with legal technology, including case management systems and document management systems.

Work Environment, Physical or Mental Abilities

Work Environment:

- Overtime may be necessary depending upon the situation (i.e. travel, attendance at conferences etc.)
- Requires prolonged sitting, use of telephones and computers, frequent contact with employees and some public contact. Requires mobility to various areas of the CTC and the ability to work business hours of 8 am to 5 pm.
- Demonstrates a commitment to perform duties in a service-oriented manner. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Requires fingerprint clearance.
- Has daily contact with CTC management and staff.

Physical Ability:

- Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation

Mental Ability:

- Ability to communicate clearly and tactfully; read and follow written and oral instructions; and to change tasks and work with multiple task assignments

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Personal Contacts:

- CTC management and staff
- Educators
- Commission and Committee of Credentials members
- The Public
- Office of the Attorney General

Level of Responsibility – Actions and Consequences

Incumbent will have a high level of responsibility to assure the accuracy of highly confidential reports. Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to unauthorized person and may result in adverse actions. The actions of the individual can and will affect the Commission public responsibility and the safety of the children of California.

MANAGER/SUPERVISOR STATEMENT:

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

Manager/Supervisor Name (Print)	Manager/Supervisor Signature	Date

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EMPLOYEE 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 Name (Print)	Employee Signature	Date