Department of Consumer Affairs
Position Duty Statement
HR-041 (R 12/2020)

Classification Title Legal Analyst	Board/Bureau/Division Legal Affairs Division
Working Title Legal Analyst	Office/Unit/Section/Geographic Location Legal Affairs / Sacramento
Position Number 610-210-5237-001	Name and Effective Date

Under the general supervision of the Supervisor I, the Legal Analyst is responsible for providing paralegal and legal analytical support and performs other related duties. Specific duties include, but are not limited to:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]

55% (E) Personnel, Hearing, and Litigation Support
Serves as a dedicated paralegal to the personnel Attorney IV supporting all manners of personnel actions for the Department. Reviews information related to personnel actions, drafts related documents, prepares package, exhibits, coordinates service, and files personnel related documents. Assists with settlement issues and preparation of documents, including *Skelly* hearings. Prepares request for representation, as directed. Coordinates and assists with the maintenance of litigation holds. Reviews and analyzes proposed decisions, default decisions, and stipulations. Calendars due dates for hearings and conferences. Prepares responses to large volume inquiries, including, but not limited to, responses to discovery, subpoenas, and public record requests. Assists with document and witness preparation for discovery and hearings. Analyzes evidence and transcripts, as directed.

20% (E) General Division Liaison
Division Liaison with Department Consumer Information Center, law enforcement, judicial and other entities regarding ministerial problems; prepares responses to routine procedural inquiries; maintains tracking systems for information, legal issues, and litigation, as appropriate and in coordination with the Senior Legal Analyst (general). Makes recommendations for more efficient and thorough tracking systems and processes. Serves as a liaison for the Legal Affairs Division with client agencies, other government entities, and stakeholders.

10% (E) Legal Library Maintenance/Legal Resources
Maintains and upgrades the Division law library. Files updated supplements and materials. Analysis use of library resources from time to time and coordinates with the Supervisor I to determine license renewals. Researches other legal resources and tools on a periodic basis to determine need or usefulness of upcoming technology.
Make recommendations, as appropriate to Division management.

10% (E) General Research
As directed, conducts legal research; analyzes statutory and case law; makes recommendations regarding legal issues; drafts legal memoranda, pleadings, briefs, orders, decisions, and other documents based on research and in compliance with applicable law and rules.

5% (M) Office Assistance

Assists the front office with mail and correspondence, welcoming and directing visitors. Assures supplies, paper and the like are re-stocked and maintained for Division use. Provides telephone coverage for the Division. Screens calls and responds independently to inquiries from the public while exercising appropriate judgment to elevate requests to management, as necessary.

8. Supervision Received

The Legal Analyst reports directly to Supervisor I; however, direction and assignments will come from the Deputy Director, Assistant Deputy Director and Associate Chief Counsels within the Legal Affairs Division.

C. Supervision Exercised - None

D. Administrative Responsibility - None

E. Personal Contacts

The Legal Analyst has regular and continuous contact with the Legal Affairs Division staff, departmental management, board and/or bureau management, department employees, professional or industry associations, the Office of Administrative Law, the Attorney General's Office, the Department of Human Resources, and the public.

F. Actions and Consequences

Failure to adequately execute these duties would undermine the efforts of the Legal Affairs Division to provide effective legal services to clients, whose highest priority is protection of the public.

G. Functional Requirements

The incumbent works in an office setting in the Legal Affairs Division suite, with artificial light and temperature control. The ability to use a personal computer, including, but not limited to, a proficiency in EXCEL, including development of formulas and pivot tables, and a familiarity with Adobe Acrobat conversions is essential. The position requires bending and stooping to retrieve files, stock supplies, maintain library materials, perform other office tasks, and occasional light lifting, up to 15 lbs.

H. Other Information

Ability to use computer, telephone, and other office equipment is necessary.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature **Date**

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature **Date**

Printed Name, Classification

Revised: February 2024