Classification Title: Legal Analyst	**Branch/Division/Bureau:** Legal Branch /Litigation Division/Enforcement Bureau
Working Title: Legal Analyst	**Office/Unit/Section/Geographic Location:** Oakland/Sacramento
Position Number (13 Digit): 413-132-5237-005	**Conflict of Interest Position:** ☒ **NO** ☐ **YES**
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under the general supervision of the Assistant Chief Counsel, the Legal Analyst provides legal assistance to the Assistant Chief Counsel and attorneys. The Legal Analyst performs complex paralegal duties which are analytical in nature. This includes processing, monitoring, data gathering, and research for assigned cases.

ESSENTIAL FUNCTIONS

35% Conduct research and analyze files referred by other divisions of CDI and prepares: corrective memorandum, draft pleadings, including accusations, statements of issue, and cease and desist orders; settlement approval requests for the Commissioner's signature, notices of hearing, responses to discovery requests; prepare witnesses; pre-hearing conference statements, and attends pre-hearing conferences. Processes subpoenas, drafts orders accepting proposed decisions or rejecting proposed decisions in whole or in part and rewrites them; considers and responds to requests for reconsideration; prepares files for review in Superior Court where writs of mandate have been filed; consults with the Office of the Attorney General. Where appropriate, takes action on files such as the issuance of warning letters and the removal of restrictions and drafts special notice of defense, stipulations and consent orders.

30% Under the direction of the assigned attorney, prepare cases for administrative hearings as directed, including: hearing exhibit packages; hearing exhibit index; serves exhibit packages to respondents and opposing counsel; transmits exhibits and other hearing-related documents to the Office of Administrative Hearings or the Administrative Hearing Bureau in accordance with applicable statutes and regulations.

10% Perform licensing-related legal research and consults with the Licensing Services Division (LSD); prepares proposed regulations; drafts initial statements of reasons; prepares notice of public hearings; consults with the Office of Administrative Law (OAL) regarding regulations; arranges for hearings on proposed regulations; reviews and responds to public comments; revises regulations and statements of reasons; prepares 15 and 45 day notices; prepares final draft of regulations and final statements or reasons; prepares submissions to Office of Administration Hearings (OAH), and analyzes OAL comments.

10% Perform legal research on matters related to licensing referrals submitted by the Assistant Chief Counsel and other staff counsels in the Legal Branch and provides draft legal opinions and advice as required.

10% Respond to public inquiries regarding licensing-related inquiries by drafting a response and final response to both general and legal correspondence.

MARGINAL FUNCTIONS

5% Assist attorneys in the review and analysis of producer licensing related legislation, to include the impact and propriety of proposed legislation.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:

- Work in a high-rise office building.
- Eligible for telework in accordance with CDIs Telework policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed, however other authorized transit subsidies do exist for those who qualify.

Physical Abilities:

- Use a computer extensively to prepare documents and reports.

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

_____

Printed Name

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

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Printed Name