Legal Program
Workload Reporting
Fiscal Year 2009-10
Program Overview

$ in 000s

PYs	PS	OE$	Total PS/OE
293.6	$31,271,686	$88,872,072	$120,143,758

The Legal Division is a full-service litigation, transactional, and house counsel law office with statewide responsibility for the Department of Transportation. By statute, the Department is self-represented. The Legal Division is divided into four offices: Sacramento, San Francisco, Los Angeles and San Diego.

The Chief Counsel manages the Legal Division and reports directly to the Director. The Legal Division staff includes 283 employees, including approximately 140 staff attorneys. In addition, there is 24 staff in the District claims offices. Approximately 90 percent of the Legal Division's work is litigation related. The base budget for the Legal Division is $120 million, which includes approximately $68 million set aside in the Tort Fund for payment of tort lawsuits and government claims.

Major activities

The Legal Division's primary roles are to protect the Department's resources by providing expert representation in litigation and provide prompt, efficient, and reliable legal services for management and staff. The Legal Division handles all of the Department's general and specialized legal needs and representation. This includes 1) furnishing litigation and attendant legal support services in such areas of the law as public liability, construction claims, contracts, eminent domain, inverse condemnation, procurement, environmental law, aeronautics, mass transportation, employment law, outdoor advertising, aeronautics, mass transit, and administrative law actions; 2) providing legal advice to prevent lawsuits and to strengthen risk management activities; 3) preparing legal opinions and conducting research on legal questions; 4) reviewing legislative proposals; 5) handling government claims and other claims filed against the Department; 6) supporting regulatory activity; and 7) providing counsel on administrative law issues, including personnel and Public Record Act and Political Reform Act compliance.

The Legal Division is currently handling approximately 2,000 cases and claims. The single largest area of litigation is tort defense actions involving dangerous condition of public property. These cases principally involve personal injury and wrongful death and are generally concerned with the design, construction, maintenance, and/or operation of the State Highway System. The Legal Division typically resolves some 300 tort cases each year and is successful in over 90 percent of these cases, most of which result in defense verdicts or judgments with no payout. Over the last five years, annual payouts have ranged from $35 million to $65 million.

Legal Division Department of Transportation	
Operating Expense and Equipment	
General Expense	$5,197,540
Travel-in-State	$405,400
Training	$65,000
Consultant - Professional Services - Project (Services- Consultant and Professional Services - related to Project Delivery i.e. Expert Witness)	$9,000,000
Consultant - Professional Services External - (Expert Witness, Jury, Recording , Reporter Fees and Expenses, Services of Documents, and Copy Services Fees)	$6,009,300
Tort Payments	$68,000,000
Equipment Service Center	$194,832
Total	$88,872,072

Legal Division
Department of Transportation
Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Public Liability Law				250,792	142.7			
Real Property Law				102,161	58.1			
Transportation Law				7,515	4.3			
Contract Law:				89,837	51.0			
Environmental Law:				15,723	8.9			
Miscellaneous Legal Services				50,388	28.7			
TOTAL				516,206	293.6			

Footnote:

FY 2009/10 Finance Letter # 8 - Public-Private Partnership Implementation

FY 2007/08 Finance Letter # 6 - Eminent Domain and Willemsen et.al. Inverse Condemnation Lawsuit

FY 2009/10 COS - Legislative Mandate - Cross Allocation of COS resources for Project Delivery related litigation services

Legal Division
Department of Transportation
Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Public Liability Law				250,792	142.7			
General Tort Legal Assistance				63,147	35.9			
Tort Litigation / Risk Management				153,215	87.2			
Motor Vehicle Liability Litigation				2,050	1.2			
BOC and Potential Tort Claims				30,034	17.1			
Admiralty: General Assistance and Engineering Lit				2,346	1.3			
Real Property Law				102,151	58.1			
Excess Land / Property Mgt Asset - RPS (Gen)				474	0.3			
Eminent Domain				59,570	33.9			
Damage to Property				22,329	12.7			
Unlawful Detainer/Rent				842	0.5			
General Right of Way Assistance				16,968	9.7			
Outdoor Advertising				1,968	1.1			
Transportation Law				7,515	4.3			
General Transportation Law				3,201	1.8			
Aeronautics Litigation				2,022	1.2			
Mass Transportation Assistance & Litigation				2,292	1.3			
Contract Law:				89,637	51.0			
Intellectual Property				348	0.2			
General Contract Assistance				43,382	24.7			
Contract Claims Review				3,840	2.2			
Construction Labor Compliance				1,437	0.8			
Stop Notices				544	0.3			
Contract Litigation / Arbitration				40,086	22.8			
Environmental Law:				15,723	8.9			
General Environmental Assistance				10,299	5.9			
Hazardous Waste - Storm Water Permit Work				222	0.1			
Environmental Legal Sufficiency				1,315	0.7			
Stormwater				1,704	1.0			
Intergovernmental Review				641	0.4			
Native American Issues				1,419	0.8			
Drainage / Water Law				123	0.1			
Miscellaneous Legal Services				50,388	28.7			
Civil Service Law / Grievances				7,922	4.5			
Disciplinary Action / Hearings				7,144	4.1			
Employment Litigation				14,609	8.3			
Executive Management/ Legislation / BT&H / Governor's Office				20,713	11.8			
TOTAL				516,206	293.6			

Footnote:

FY 2009/10 Finance Letter # 8 - Public-Private Partnership Implementation

FY [illegible]07/08 Finance Letter # 6 - Eminent Domain and Willemsen et.al. Inverse Con[illegible]nation Lawsuit

F[illegible]/10 COS - Legislative Mandate - Cross Allocation of COS resources for [illegible] Delivery related litigation services

[illegible]/2009

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Workload Matrix

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Public Liability Law				**250,792**	**142.7**			
General Tort Legal Assistance				**63,147**	**35.9**			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area of tort liability and risk management.	30	109	3,270	1.9			Assistant Chief Counsel
Most complex litigation and in-house counsel	Represent Department in complex and sensitive matters in state superior, appellate and Supreme Courts. Analyzes most difficult legal issues and applies facts, legal principles and precedents in effective and concise oral argument and written briefs, engages in all aspects of dangerous condition and negligence tort litigation through trial and appeal. Provides risk management and litigation awareness training to statewide division academies. Provides policy guidance to management and in-house advice and legal opinions to clients on issues of public liability.	30	101	3,030	1.7			Deputy Attorney IV
Potentially complex litigation and in-house counsel	Represent Department in difficult legal matters and potentially complex issues through trial and appeal in state superior and appellate courts. Prepares state defense in dangerous condition and negligence tort litigation, including legal research, brief writing, oral advocacy and discovery.	33	54	1,782	1.0			Deputy Attorney III
litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	199	5,970	3.4			Deputy Attorney

12/14/2009

Legal Division
Department of Transportation
Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	15	538	8,070	4.6			Legal Secretary
Trial preparation	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	20	80	1,600	0.9			Legal Analyst, Senior Legal Analyst
Investigation	Interview witnesses; record accident scene and vehicle; review and evaluate engineering and other expert analysis; locate, establish chain of custody and purchase involved vehicles. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	20	66	1,320	0.8			Litigation Specialist I/II
Clerical assistance	Receptionist in each Legal Office including routing calls, greeting the public, taking clear and concise messages for staff and receive and stamp documents and packages from courier and messenger services: File Clerk serves as records officer/file clerk for the and records with all four legal offices and Records and Form Management Staff. Mailroom clerk responsible for incoming/outgoing mail. Receive and stamp documents, packages and deliver to appropriate personnel. Responsible for incoming and outgoing overnight packages and deliver faxes. May assist in payment of invoices.	15	644	9,660	5.5			Office Assistant (General /Typing)

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Supervision	Direct, plan organize the work of secretarial staff; prepare reports and maintain manuals of legal forms and procedures, work standards, production records and related material. Evaluate performance and take or recommend appropriate action.	20	320	6,400	3.6			Legal Support Supervisor I
Law Library assistance	Responsible for daily legal serials check-in, scanning, and routing law reviews, newsletters, newspapers, updated volumes and loose-leaf inserts. Assists librarian to track circulation of library materials. Dispose of unsolicited materials and publisher advertisements received in library.	15	363	5,445	3.1			Library Technician Assistant I / Office Technician (General / Typing)

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Manage Law Library	Conduct complex and specialized reference and research work utilizing print, electronic database, Internet and other sources. Compile bibliographies and legislative histories research. Provide guidance in the use of information resources, whether printed or electronic, internal or external to library resources. Consult with the deputy chiefs regarding local needs and requirements. Plan, direct and supervise library moves. Review, select and acquire publications and databases for the Legal Division. Investigate usage patterns of library resources. Insure currency of publications in the libraries and desk sets provided to staff. Monitor physical condition of books. Consult with the deputy chiefs regarding local requirements for library and desk sets. Administer statewide publications purchasing program; manage the Westlaw and Lexis contracts. Provide liaison between Legal Division and publishers.	20	57	1,140	0.6			Senior Librarian

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Resource and Legal case management data base administration	Manages the programs budget and resolves accounting problems. Prepare PARFs to vacancies. Process training requests for all four legal offices. Manages the Legal Case Management database includes review incoming cases and initiate new cases into the system; Monitor the database and create ad hoc reports and assists on database related problems. Process settlements and judgments for payment. Monitor use of relevant funding sources and identify trends. Work directly with staff to review processing by management regarding settlements and judgments.	20	141	2,820	1.6			Staff Services Analyst/ Associate Governmental Program Analyst
Manage resources and support staff.	Plan, organize, direct and otherwise manage/supervise the Legal Division's administrative support activities, including, Resource Management, Personnel Management, Expert Witness Contract Management, Business Management, Information Systems, Law Library Services, Training/Safety/EEO	30	29	870	0.5			Staff Services Manager II
Administrative support to Chief Counsel	Independently reviews and prioritizes incoming correspondence and determines whether the material should be referred to the Chief Counsel or to an appropriate staff member for reply. Independently composes letters, memoranda, etc., and initiates replies to incoming correspondence. Reviews correspondence for proper format, content, and grammatical construction prior to the Deputy Chief Counsel, Chief Counsel, Chief Deputy Director and Director's signature.	10	20	200	0.1			Administrative Assistant I

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Trial preparation	Provide assistance to the attorney in obtaining all available information regarding tort lawsuit. Review and accept Subpoenas and/or will refer to appropriate Division. Coordinate and gather documents in preparation for court, schedule employees for up coming court appearances. Assist the attorney in depositions by scheduling District employees be witness during trial.	20	278	5,560	3.2	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Claims Officers (Staff Services Analyst, Associate Governmental Program Analyst) Legal Office
Contract administration	Develop, execute and administer expert witness contracts: Ensure timely processing of contract related documents; prepare all advertisements for contracts that must be advertised in the State Contracts Register; review and monitor bid packages; monitor and review executed contracts; address contract problems and take appropriate corrective action including direct contact with the expert witnesses, consultants and various service vendors; process all subsequent documents	15	166	2,490	1.4			Staff Services Analyst /Associate Governmental Program Analyst
Trial preparation	Provide assistance to the attorney in obtaining all available information regarding tort lawsuit. Review and accept Subpoenas and/or will refer to appropriate Division. Coordinate and gather documents in preparation for court, schedule employees for up coming court appearances. Assist the attorney in depositions by scheduling District employees be witness during trial.	20	176	3,520	2.0	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Claims Officers (Staff Services Analyst, Associate Governmental Program Analyst) (District Positions)
Tort Litigation / Risk Management				153,215	87.2			

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Workload Matrix

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Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area of tort liability and risk management.	30	99	2,970	1.7			Assistant Chief Counsel
Most complex litigation and in-house counsel	Represents Department in complex and sensitive matters in state superior, appellate and Supreme Courts. Analyzes most difficult legal issues and applies facts, legal principles and precedents in effective and concise oral argument and written briefs, engages in all aspects of dangerous condition and negligence tort litigation through trial and appeal. Provides risk management and litigation awareness training to statewide division academies. Provides policy guidance to management and inhouse advice and legal opinions to client on issues of public liability.	30	1,231	36,930	21.0			Deputy Attorney IV
Potentially complex litigation and in-house counsel	Represents Department in difficult legal matters and potentially complex issues through trial and appeal in State superior and appellate courts. Prepares state defense in dangerous condition and negligence tort litigation, including legal research, brief writing, oral advocacy and discovery.	30	501	15,030	8.5			Deputy Attorney III
Litigation and in-house counsel.	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	574	17,220	9.8			Deputy Attorney

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	20	1,881	37,620	21.4			Legal Secretary
Trial support	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	20	235	4,700	2.7			Legal Analyst, Senior Legal Analyst
Investigation	Interview witnesses; record accident scene and vehicle; review and evaluate engineering and other expert analysis; locate, establish chain of custody and purchase involved vehicles. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	20	763	15,260	8.7			Litigation Specialist I/II
Supervise and Investigation	Directs, plans organizes the work of the Litigation Specialist I/II. Provide training and development to the Litigation Specialist. Act as an inter-agency liaison to the Department of Motor Vehicles, Department of Health Services and the Department of the California Highway Patrol to access records and employee. Handle the most complex and sensitive cases. Routinely testifying in superior court as to findings from the investigations. Perform the most sensitive of interviews on a variety of cases.	30	162	4,860	2.8			Supervising Litigation Specialist
Supervision	Direct, plan organize the work of secretarial staff; prepare reports and maintain manuals of legal forms and procedures, work standards, production records and related material. Evaluate performance and take or recommend appropriate action.	8	20	160	0.1			Legal Support Supervisor I

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Department of T[illegible]portation
Workload Matrix

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Trial preparation	Provide assistance to the attorney in obtaining all available information regarding tort lawsuit. Review and accept Subpoenas and/or will refer to appropriate Division. Coordinate and gather documents in preparation for court, schedule employees for up coming court appearances. Assist the attorney in depositions by scheduling District employees be witness during trial.	15	119	1,785	1.0	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Claims Officers (Staff Services Analyst, Associate Governmental Program Analyst) Legal Office
Supervise the claims officers	Plans, organizes, and provides direction to claims officers. Provides guidance to officers in the review of all claims from the Victims Compensation and Government Claims Board.	30	58	1,740	1.0	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Staff Services Manager I (Legal Office)
upervise the claims fficers	Plans, organizes, and provides direction to claims officers. Provides guidance to officers in the review of all claims from the Victims Compensation and Government Claims Board.	30	58	1,740	1.0	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Staff Services Manager I (District Positions)
ial preparation	Provide assistance to the attorney in obtaining all available information regarding tort lawsuit. Review and accept Subpoenas and/or will refer to appropriate Division. Coordinate and gather documents in preparation for court, schedule employees for up coming court appearances. Assist the attorney in depositions by scheduling District employees be witness during trial.	30	440	13,200	7.5	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Claims Officers (Staff Services Analyst, Associate Governmental Program Analyst) (District Positions)
otor Vehicle Liability Litigation				2,050	1.2			12/14/2009

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulate legal policy; and participates as a member of top management in the development and implementation of departmental policy in area of tort liability and risk management.	2	15	30	0.0			Assistant Chief Counsel
Most complex litigation and in-house counsel	Represents Department in complex and sensitive matters in state superior, appellate and Supreme Courts. Analyzes most difficult legal issues and applies facts, legal principles and precedents in effective and concise oral argument and written briefs, engages in all aspects of dangerous condition and negligence tort litigation through trial and appeal. Provides risk management and litigation awareness training to statewide division academies. Provides policy guidance to management and inhouse advice and legal opinions to client on issues of public liability.	13	30	390	0.2			Deputy Attorney IV
Potentially complex litigation and in-house counsel	Represents Department in difficult legal matters and potentially complex issues through trial and appeal in State superior and appellate courts. Prepares state defense in dangerous condition and negligence tort litigation, including legal research, brief writing, oral advocacy and discovery.	20	35	700	0.4			Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	15	17	255	0.1			Deputy Attorney

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	15	26	390	0.2			Legal Secretary
Investigation	Interview witnesses; record accident scene and vehicle; review and evaluate engineering and other expert analysis; locate, establish chain of custody and purchase involved vehicles. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	15	19	285	0.2			Litigation Specialist I/II
3OC and Potential Tort Claims				30,034	17.1			
Most complex litigation and in-house counsel	Represents Department in complex and sensitive matters in state superior, appellate and Supreme Courts. Analyzes most difficult legal issues and applies facts, legal principles and precedents in effective and concise oral argument and written briefs, engages in all aspects of dangerous condition and negligence tort litigation through trial and appeal. Provides risk management and litigation awareness training to statewide division academies. Provides policy guidance to management and inhouse advice and legal opinions to client on issues of public liability.	20	42	840	0.5			Deputy Attorney IV
otentially complex igation and in-house ounsel	Represents Department in difficult legal matters and potentially complex issues through trial and appeal in State superior and appellate courts. Prepares state defense in dangerous condition and negligence tort litigation, including legal research, brief writing, oral advocacy and discovery.	2	2	4	0.0			Deputy Attorney III

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Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	10	15	150	0.1			Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	5	24	120	0.1			Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	5	21	105	0.1			Legal Analyst, Senior Legal Analyst
Board of Control administration and clerical support	Process board of control claims received by the Department. Maintains database, reviews claims to insure they are accurate and all requirements are met according to the rules and regulations of the Board of Control. This process involves claim to claim detailed review; processes claims allowed for payment by the Board; obtains a properly executed release from claimant; prepares claim document and signed release. Order Office supplies and track inventory.	15	65	975	0.6			Office Technician / Assistant
Investigation	Interview witnesses; record accident scene and vehicle; review and evaluate engineering and other expert analysis; locate, establish chain of custody and purchase involved vehicles. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	20	40	800	0.5			Litigation Specialist I/II

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Investigate and pay damage claims	Investigation and approving all property damage claims of $5,000 or less including receiving all Victims Compensation and Government Claims Board. Provide assistance to the attorney in obtaining all available information regarding tort lawsuit. Depend the Department in Small Claims. Assist attorneys with litigation documents, depositions, subpoenas and represent the department in Small Claims.	25	176	4,400	2.5	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Claims Officers (Staff Services Analyst, Associate Governmental Program Analyst) (Legal Offices)
Supervise the claims officers	Plans, organizes, and provides direction to claims officers. Provides guidance to officers in the review of all claims from the Victims Compensation and Government Claims Board.	30	58	1,740	1.0	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Staff Services Manager I (Legal Office)
Supervise the claims officers	Plans, organizes, and provides direction to claims officers. Provides guidance to officers in the review of all claims from the Victims Compensation and Government Claims Board.	30	58	1,740	1.0	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Staff Services Manager I (District Positions)
Clerical support	Provide the clerical assistance to the claims officers including copying and sending litigation information to the Legal Offices.	15	152	2,280	1.3	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *LI* in 1975		Office Technician / Assistant (District Positions)

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Investigate and pay property damage claims of $5,000 or less	Investigation and approving all property damage claims of $5,000 or less including receiving all Victims Compensation and Government Claims Board. Provide assistance to the attorney in obtaining all available information regarding tort lawsuit. Depend the Department in Small Claims.	20	844	16,880	9.6	Superior Court case of *Muskipf v. Corning Hospital District* in 1961 *Baldwin* in 1972 *Li* in 1975		Claims Officers (Staff Services Analyst, Associate Governmental Program Analyst) (District Positions)
Admiralty: General Assistance and Engineering Lit				2,346	1.3			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area of tort liability and risk management.	2	3	6	0.0			Assistant Chief Counsel
Most complex litigation and in-house counsel	Represents Department in complex and sensitive matters in state superior, appellate and Supreme Courts. Analyzes most difficult legal issues and applies facts, legal principles and precedents in effective and concise oral argument and written briefs, engages in all aspects of dangerous condition and negligence tort litigation through trial and appeal. Provides risk management and litigation awareness training to statewide division academies. Provides policy guidance to management and inhouse advice and legal opinions to client on issues of public liability.	20	39	780	0.4			Deputy Attorney IV
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	20	53	1,060	0.6			Deputy Attorney

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Workload Index

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Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	5	46	230	0.1			Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	10	27	270	0.2			Legal Analyst, Senior Legal Analyst
Real Property Law				102,151	58.1			
Excess Land / Property Mgt Asset - RPS (Gen)				474	0.3			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	4	9	36	0.0		COS	Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	8	9	72	0.0		COS	Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	7	10	70	0.0		COS	Deputy Attorney III
litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	10	17	170	0.1		COS	Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	6	21	126	0.1		COS	Legal Secretary

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Eminent Domain				59,570	33.9			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	30	114	3,420	1.9		COS	Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	479	14,370	8.2	FY 2007-08 FL #6 – SB 1210	COS	Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	236	7,080	4.0		COS	Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	426	12,780	7.3		COS	Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	15	1,094	16,410	9.3		COS	Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	20	156	3,120	1.8		COS	Legal Analyst, Senior Legal Analyst

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Investigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	10	24	240	0.1			Litigation Specialist I/II
Supervision	Direct, plan organize the work of secretarial staff; prepare reports and maintain manuals of legal forms and procedures, work standards, production records and related material. Evaluate performance and take or recommend appropriate action.	20	71	1,420	0.8		COS	Legal Support Supervisor I
Manage Law Library	Conduct complex and specialized reference and research work utilizing print, electronic database, internet and other sources. Compile bibliographies and legislative histories research. Provide guidance in the use of information resources, whether printed or electronic, internal or external to library resources. Consult with the deputy chiefs regarding local needs and requirements. Plan, direct and supervise library moves. Review, select and acquire publications and databases for the Legal Division. Investigate usage patterns of library resources. Insure currency of publications in the libraries and desk sets provided to staff. Monitor physical condition of books. Consult with the deputy chiefs regarding local requirements for library and desk sets. Administer statewide publications purchasing program; manage the Westlaw and Lexis contracts. Provide liaison between Legal Division and publishers.	10	18	180	0.1			Senior Librarian

Legal Division
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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Manage resources and support staff	Plan, organize, direct and otherwise manage/supervise the Legal Division's administrative support activities, including, Resource Management, Personnel Management, Expert Witness Contract Management, Business Management, Information Systems, Law Library Services, Training/Safety/EEO	10	21	210	0.1			Staff Services Manager II
Administrative support to Chief Counsel	Independently reviews and prioritizes incoming correspondence and determines whether the material should be referred to the Chief Counsel or to an appropriate staff member for reply. Independently composes letters, memoranda, etc., and initiates replies to incoming correspondence. Reviews correspondence for proper format, content, and grammatical construction prior to the Deputy Chief Counsel, Chief Counsel, Chief Deputy Director and Director's signature.	10	34	340	0.2			Administrative Assistant I
Damage to Property				22,329	12.7			
Supervise a group of attorneys involved in a variety of litigation and other legal activities.	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	30	40	1,200	0.7		COS	Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	205	6,150	3.5		COS	Deputy Attorney IV

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	109	3,270	1.9		COS	Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	82	2,460	1.4		COS	Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	20	317	6,340	3.6		COS	Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	15	25	375	0.2		COS	Legal Analyst, Senior Legal Analyst
Investigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	6	12	72	0.0			Litigation Specialist I/II
Supervision and investigation	Directs, plans organizes the work of the Litigation Specialist I/II. Provide training and development to the Litigation Specialist. Act as an inter-agency liaison to the Department of Motor Vehicles, Department of Health Services and the Department of the California Highway Patrol to access records and employee. Handle the most complex and sensitive cases. Routinely testifying in superior court as to findings from the investigations. Perform the most sensitive of interviews on a variety of cases.	8	17	136	0.1			Supervising Litigation Specialist

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Supervision	Direct, plan organize the work of secretarial staff; prepare reports and maintain manuals of legal forms and procedures, work standards, production records and related material. Evaluate performance and take or recommend appropriate action.	20	64	1,280	0.7		COS	Legal Support Supervisor I
Manage Law Library	Conduct complex and specialized reference and research work utilizing print, electronic database, Internet and other sources. Compile bibliographies and legislative histories research. Provide guidance in the use of information resources, whether printed or electronic, internal or external to library resources. Consult with the deputy chiefs regarding local needs and requirements. Plan, direct and supervise library moves. Review, select and acquire publications and databases for the Legal Division. Investigate usage patterns of library resources. Insure currency of publications in the libraries and desk sets provided to staff. Monitor physical condition of books. Consult with the deputy chiefs regarding local requirements for library and desk sets. Administer statewide publications purchasing program; manage the Westlaw and Lexis contracts. Provide liaison between Legal Division and publishers.	8	27	216	0.1			Senior Librarian

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Manage resources and support staff	Plan, organize, direct and otherwise manage/supervise the Legal Division's administrative support activities, including, Resource Management, Personnel Management, Expert Witness Contract Management, Business Management, Information Systems, Law Library Services, Training/Safety/EEO	15	30	450	0.3			Staff Services Manager II
Administrative Support o Chief Counsel	Independently reviews and prioritizes incoming correspondence and determines whether the material should be referred to the Chief Counsel or to an appropriate staff member for reply. Independently composes letters, memoranda, etc., and initiates replies to incoming correspondence. Reviews correspondence for proper format, content, and grammatical construction prior to the Deputy Chief Counsel, Chief Counsel, Chief Deputy Director and Director's signature.	10	38	380	0.2			Administrative Assistant I
Inlawful Detainer/Rent				842	0.5			
Most complex litigation nd in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	5	4	20	0.0		COS	Deputy Attorney IV
otentially complex igation and in-house ounsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	12	11	132	0.1		COS	Deputy Attorney III
itigation and in-house ounsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	16	15	240	0.1		COS	Deputy Attorney

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	10	45	450	0.3		COS	Legal Secretary
General Right of Way Assistance				16,968	9.7			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	30	117	3,510	2.0		COS	Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	178	5,340	3.0		COS	Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	97	2,910	1.7		COS	Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	102	3,060	1.7		COS	Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	18	86	1,548	0.9		COS	Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	14	40	560	0.3		COS	Legal Analyst, Senior Legal Analyst

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Supervision	Direct, plan organize the work of secretarial staff; prepare reports and maintain manuals of legal forms and procedures, work standards, production records and related material. Evaluate performance and take or recommend appropriate action.	4	10	40	0.0		COS	Legal Support Supervisor I
Outdoor Advertising				1,968	1.1			
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	25	38	950	0.5			Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	9	14	126	0.1			Deputy Attorney III
.itigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	14	18	252	0.1			Deputy Attorney
ecretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	15	42	630	0.4			Legal Secretary
vestigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	2	5	10	0.0			Litigation Specialist I/II
ransportation Law				7,515	4.3			
eneral Transportation Law				3,201	1.8			

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	11	20	220	0.1			Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	54	1,620	0.9			Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	29	870	0.5			Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	5	4	20	0.0			Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	6	20	120	0.1			Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	13	27	351	0.2			Legal Analyst, Senior Legal Analyst
Aeronautics Litigation				2,022	1.2			
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	27	810	0.5			Deputy Attorney IV

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	29	870	0.5			Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammer, format and terminology.	5	3	15	0.0			Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	8	29	232	0.1			Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	5	12	60	0.0			Legal Analyst, Senior Legal Analyst
Investigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody . Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	5	7	35	0.0			Litigation Specialist I/II
ass Transportation Assistance & Litigation				2,292	1.3			
pervise a group of orneys involved in a riety of litigation and her legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	18	36	648	0.4			Assistant Chief Counsel

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	18	31	558	0.3			Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	1	2	2	0.0			Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	24	39	936	0.5			Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	4	16	64	0.0			Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	4	13	52	0.0			Legal Analyst, Senior Legal Analyst
Investigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	4	8	32	0.0			Litigation Specialist I/II
Contract Law:				89,637	51.0			
Intellectual Property				348	0.2			
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	16	15	240	0.1		COS	Deputy Attorney IV

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Workload matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	6	18	108	0.1		COS	Legal Secretary
General Contract Assistance				43,382	24.7			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulate legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	18	38	684	0.4		COS	Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	45	295	13,275	7.6	FY 2009/10 FL # 8 – SBX2 4	COS	Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	40	100	4,000	2.3		COS	Deputy Attorney III
litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	40	97	3,880	2.2		COS	Deputy Attorney
secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	15	402	6,030	3.4	FY 2009/10 FL # 8 – SBX 4	COS	Legal Secretary
research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	20	84	1,680	1.0	FY 2009/10 FL # 8 – SBX 4	COS	Legal Analyst, Senior Legal Analyst

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Supervise and testify on transportation engineering standards	Directs, plans organizes the work of three Senior Transportation Engineers who assist the Attorneys in preparation for trial in either Arbitration or the Superior Court for contract claims. Research the factual foundation for claims contained within Complaints against the Department of Transportation, and provide an analysis of the merits of those claims. Consult with the Chief of Engineering and advise on the use of staff or contract expert witnesses. Assist in the preparation of witnesses for trial of deposition.	20	27	540	0.3		COS	Supervising Transportation Engineer
Trial preparation and testify as Engineering expert	Assist the Attorneys in preparation for trial in either Arbitration or the Superior Court for contract claims. Research the factual foundation for claims contained within Complaints against the Department of Transportation, and provide an analysis of the merits of those claims. Act as an expert witness in trial or deposition. Consult with the Chief of Engineering and advise on the use of staff or contract expert witnesses. Assist in the preparation of witnesses for trial of deposition.	5	5	25	0.0		COS	Senior Transportation Engineer

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Resource and Legal ase management latatbase idministration	Manages the programs budget and resolves accounting problems. Prepare PARFs to vacancies. Process training requests for all four legal offices. Manages the Legal Case Management database includes review incoming cases and initiate new cases into the system; Monitor the database and create ad hoc reports and assists on database related problems. Process settlements and judgments for payment. Monitor use of relevant funding sources and identify trends. Work directly with staff to review processing by management regarding settlements and judgments.	20	39	780	0.4		COS	Staff Services Analyst / Associate Governmental Program Analyst
lerical assistance	Receptionist in each Legal Office including routing calls, greeting the public, taking clear and concise messages for staff and receive and stamp documents and packages from courier and messenger services. File Clerk serve as records officer/file clerk for the and records with all four legal offices and Records and Form Management Staff. Mailroom clerk responsible for incoming/outgoing mail. Receive and stamp documents, packages and deliver to appropriate personnel. Responsible for incoming and outgoing overnight packages and deliver faxes. May assist in payment of invoices.	20	328	6,560	3.7		COS	Office Assistant (General /Typing)
ipervision	Direct, plan organize the work of secretarial staff; prepare reports and maintain manuals of legal forms and procedures, work standards, production records and related material. Evaluate performance and take or recommend appropriate action.	20	79	1,580	0.9		COS	Legal Support Supervisor I

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Law Library Assistance	Responsible for daily legal serials check-in, scanning, and routing law reviews, newsletters, newspapers, updated volumes and loose-leaf inserts. Assists librarian to track circulation of library materials. Dispose of unsolicited materials and publisher advertisements received in library.	20	97	1,940	1.1			Library Technician Assistant I / Office Technician (General / Typing)
Manage Law Library	Conduct complex and specialized reference and research work utilizing print, electronic database, Internet and other sources. Compile bibliographies and legislative histories research. Provide guidance in the use of information resources, whether printed or electronic, internal or external to library resources. Consult with the deputy chiefs regarding local needs and requirements. Plan, direct and supervise library moves. Review, select and acquire publications and databases for the Legal Division. Investigate usage patterns of library resources. Insure currency of publications in the libraries and desk sets provided to staff. Monitor physical condition of books. Consult with the deputy chiefs regarding local requirements for library and desk sets. Administer statewide publications purchasing program; manage the Westlaw and Lexis contracts. Provide liaison between Legal Division and publishers.	5	20	100	0.1			Senior Librarian

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Manage resources and support staff	Plan, organize, direct and otherwise manage/supervise the Legal Division's administrative support activities, including, Resource Management, Personnel Management, Expert Witness Contract Management, Business Management, Information Systems, Law Library Services, Training/Safety/EEO	30	4	120	0.1			Staff Services Manager II
Administrative Support to Chief Counsel	Independently reviews and prioritizes incoming correspondence and determines whether the material should be referred to the Chief Counsel or to an appropriate staff member for reply. Independently composes letters, memoranda, etc., and initiates replies to incoming correspondence. Reviews correspondence for proper format, content, and grammatical construction prior to the Deputy Chief Counsel, Chief Counsel, Chief Deputy Director and Director's signature.	12	49	588	0.3			Administrative Assistant I
Contract administration	Develop, execute and administer expert witness contracts; Ensure timely processing of contract related documents; prepare all advertisements for contracts that must be advertised in the State Contracts Register; review and monitor bid packages; monitor and review executed contracts; address contract problems and take appropriate corrective action including direct contact with the expert witnesses, consultants and various service vendors; process all subsequent documents	20	80	1,600	0.9		COS	Staff Services Analyst /Associate Governmental Program Analyst
Contract Claims Review				3,840	2.2			

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Supervise and testify on transportation engineering standards	Directs, plans organizes the work of three Senior Transportation Engineers who assist the Attorneys in preparation for trial in either Arbitration or the Superior Court for contract claims. Research the factual foundation for claims contained within Complaints against the Department of Transportation, and provide an analysis of the merits of those claims. Consult with the Chief of Engineering and advise on the use of staff or contract expert witnesses. Assist in the preparation of witnesses for trial of deposition.	10	12	120	0.1		COS	Supervising Transportation Engineer
Trial preparation and testify as Engineering expert	Assist the Attorneys in preparation for trial in either Arbitration or the Superior Court for contract claims. Research the factual foundation for claims contained within Complaints against the Department of Transportation, and provide an analysis of the merits of those claims. Act as an expert witness in trial or deposition. Consult with the Chief of Engineering and advise on the use of staff or contract expert witnesses. Assist in the preparation of witnesses for trial of deposition.	14	15	210	0.1		COS	Senior Transportation Engineer
Investigate and pay property damage claims of $5,000 or less. Provide engineering technical expertise	Investigation and approving all property damage claims of $5,000 or less including receiving all Victims Compensation and Government Board claims. Provide assistance to the attorney in obtaining all available information regarding tort lawsuit. Depend the Department in Small Claims. Provide engineering technical assistance.	30	117	3,510	2.0	Superior Court case of *Muskipf v. Corning Hospital District* in 1981 *Baldwin* in 1972 *Li* in 1975	COS	Claims Officers (Senior Transportation Engineer, Transportation Engineer) (District Positions)
Construction Inspector Compliance				1,437	0.8			

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	47	1,410	0.8		COS	Deputy Attorney IV
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	3	9	27	0.0		COS	Legal Secretary
Stop Notices				544	0.3			
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	17	32	544	0.3		COS	Legal Analyst, Senior Legal Analyst
Contract Litigation / Arbitration				40,086	22.8			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulate legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	30	42	1,260	0.7		COS	Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	40	185	7,400	4.2		COS	Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	38	97	3,686	2.1		COS	Deputy Attorney III

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	37	456	16,872	9.6		COS	Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	20	176	3,520	2.0		COS	Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	30	45	1,350	0.8		COS	Legal Analyst, Senior Legal Analyst
Investigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	7	14	98	0.1			Litigation Specialist I/II
Supervise and testify on transportation engineering standards	Directs, plans organizes the work of three Senior Transportation Engineers who assist the Attorneys in preparation for trial in either Arbitration or the Superior Court for contract claims. Research the factual foundation for claims contained within Complaints against the Department of Transportation, and provide an analysis of the merits of those claims. Consult with the Chief of Engineering and advise on the use of staff or contract expert witnesses. Assist in the preparation of witnesses for trial of deposition.	30	34	1,020	0.6		COS	Supervising Transportation Engineer

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Trial preparation and testify as Engineering expert	Assist the Attorneys in preparation for trial in either Arbitration or the Superior Court for contract claims. Research the factual foundation for claims contained within Complaints against the Department of Transportation, and provide an analysis of the merits of those claims. Act as an expert witness in trial or deposition. Consult with the Chief of Engineering and advise on the use of staff or contract expert witnesses. Assist in the preparation of witnesses for trial of deposition.	40	122	4,880	2.8		COS	Senior Transportation Engineer
Environmental Law:				15,723	8.9			
General Environmental Assistance				10,299	5.9			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	30	49	1,470	0.8			Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	32	66	2,112	1.2	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	145	4,350	2.5	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney III

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Litigation and In-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	56	1,680	1.0	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	9	37	333	0.2	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	12	29	348	0.2	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Legal Analyst, Senior Legal Analyst
Investigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody . Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	2	3	6	0.0			Litigation Specialist I/II
Hazardous Waste - Storm Water Permit Work				**222**	**0.1**			
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	10	16	160	0.1			Deputy Attorney IV

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Department of Transportation
Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	6	8	48	0.0			Deputy Attorney III
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	2	7	14	0.0			Legal Secretary
Environmental Legal Sufficiency				1,315	0.7			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	15	25	375	0.2			Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	13	16	208	0.1	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	18	30	540	0.3	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney III

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	12	16	192	0.1	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney
Stormwater				1,704	1.0			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	9	16	144	0.1			Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	1	3	3	0.0	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	22	28	616	0.4	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney III

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
ltigation and In-house ounsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	6	11	66	0.0	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney
ecretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	9	32	288	0.2	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Legal Secretary
vestigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody . Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	1	3	3	0.0			Litigation Specialist I/II
ipervision	Direct, plan organize the work of secretarial staff; prepare reports and maintain manuals of legal forms and procedures, work standards, production records and related material. Evaluate performance and take or recommend appropriate action.	10	28	280	0.2			Legal Support Supervisor I

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Manage Law Library	Conduct complex and specialized reference and research work utilizing print, electronic database, Internet and other sources. Compile bibliographies and legislative histories research. Provide guidance in the use of information resources, whether printed or electronic, internal or external to library resources. Consult with the deputy chiefs regarding local needs and requirements. Plan, direct and supervise library moves. Review, select and acquire publications and databases for the Legal Division. Investigate usage patterns of library resources. Insure currency of publications in the libraries and desk sets provided to staff. Monitor physical condition of books. Consult with the deputy chiefs regarding local requirements for library and desk sets. Administer statewide publications purchasing program; manage the Westlaw and Lexis contracts. Provide liaison between Legal Division and publishers.	4	4	16	0.0			Senior Librarian
Manage resources and support staff	Plan, organize, direct and otherwise manage/supervise the Legal Division's administrative support activities, including, Resource Management, Personnel Management, Expert Witness Contract Management, Business Management, Information Systems, Law Library Services, Training/Safety/EEO	6	20	120	0.1			Staff Services Manager II

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Administrative Support o Chief Counsel	Independently reviews and prioritizes incoming correspondence and determines whether the material should be referred to the Chief Counsel or to an appropriate staff member for reply. Independently composes letters, memoranda, etc., and initiates replies to incoming correspondence. Reviews correspondence for proper format, content, and grammatical construction prior to the Deputy Chief Counsel, Chief Counsel, Chief Deputy Director and Director's signature.	7	24	168	0.1			Administrative Assistant I
ntergovernmental Review				641	0.4			
upervise a group of ttorneys involved in a ariety of litigation and ther legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	10	14	140	0.1			Assistant Chief Counsel
ost complex litigation nd in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	19	21	399	0.2			Deputy Attorney IV
otentially complex gation and in-house unsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	2	3	6	0.0			Deputy Attorney III
igation and in-house unsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	8	12	96	0.1			Deputy Attorney

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Native American Issues				1,419	0.8			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	17	30	510	0.3			Assistant Chief Counsel
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	7	10	70	0.0			Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	25	31	775	0.4			Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	2	12	24	0.0			Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	5	8	40	0.0			Legal Analyst, Senior Legal Analyst
Drainage / Water Law				123	0.1			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	3	4	12	0.0			Assistant Chief Counsel

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Potentially complex itigation and In-house ounsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	9	10	90	0.1	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Deputy Attorney III
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	3	7	21	0.0	Federal Clean Water Act Statewide National Pollutant Discharge Order No. 99-06-DWQ		Legal Secretary
Miscellaneous Legal Services				50,388	28.7			
Civil Service Law / Grievances				7,922	4.5			
upervise a group of torneys involved in a ariety of litigation and her legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	40	69	2,760	1.6			Assistant Chief Counsel
ost complex litigation nd In-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	49	1,470	0.8			Deputy Attorney IV
otentially complex gation and In-house unsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	22	36	792	0.5			Deputy Attorney III

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	43	1,290	0.7			Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	15	58	870	0.5			Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	20	37	740	0.4			Legal Analyst, Senior Legal Analyst
Disciplinary Action / Hearings				7,144	4.1			
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulate legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	11	21	231	0.1			Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	40	58	2,320	1.3			Deputy Attorney IV
Potentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	30	50	1,500	0.9			Deputy Attorney III
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	25	39	975	0.6			Deputy Attorney

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	20	64	1,280	0.7			Legal Analyst, Senior Legal Analyst
nvestigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody. Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	4	7	28	0.0			Litigation Specialist I/II
upervision	Direct, plan organize the work of secretarial staff; prepare reports and maintain manuals of legal forms and procedures, work standards, production records and related material. Evaluate performance and take or recommend appropriate action.	15	54	810	0.5			Legal Support Supervisor I
mployment Litigation				14,609	8.3			
upervise a group of tomeys involved in a riety of litigation and her legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulate legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	15	25	375	0.2			Assistant Chief Counsel
ost complex litigation d in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	47	92	4,324	2.5			Deputy Attorney IV
otentially complex gation and in-house unsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	32	57	1,824	1.0			Deputy Attorney III

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Litigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	52	60	3,120	1.8			Deputy Attorney
Secretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	27	106	2,862	1.6			Legal Secretary
Research	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	25	78	1,950	1.1			Legal Analyst, Senior Legal Analyst
Investigation	Review and evaluate engineering and other expert analysis; locate and establish chain of custody . Check civil and criminal indexes. Develop background information. Prepare extensive written reports and testify about investigative findings.	7	22	154	0.1			Litigation Specialist I/II
Executive Management/ Legislation / BT&H / Governor's Office				20,713	11.8			
Manage the Division and Legal Offices	Chief Counsel -Plans, organizes, directs,coordinates, and reviews the work of a professional legal staff in Legal Division; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulates legal policy; and participates as a member of top management in the development and implementation of department policy. Deputies Chief Counsels work under the general direction of a Chief Counsel in planning, organizing, directing, coordinating and reviewing the work of a major legal section of a large legal office.			8,337	4.8			Chief Counsel / Deputy Chief Counsel

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Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
Supervise a group of attorneys involved in a variety of litigation and other legal activities	Plans, organizes, directs, coordinates, and reviews the work of a professional legal staff; acts as legal advisor to top management; prepares legislation and represents the Department before the Legislature; formulats legal policy; and participates as a member of top management in the development and implementation of departmental policy in area.	9	14	126	0.1			Assistant Chief Counsel
Most complex litigation and in-house counsel	Prepare, for most complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	15	23	345	0.2			Deputy Attorney IV
otentially complex litigation and in-house counsel	Prepare, for potentially complex and sensitive matters, legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	11	29	319	0.2			Deputy Attorney III
tigation and in-house counsel	Prepare legal documents (e.g. discovery, pleadings, motions, briefs, opinions, or other court and agency filings) with proper content, legal analysis, tone, organization, grammar, format and terminology.	12	17	204	0.1			Deputy Attorney
ecretarial support	Perform complex legal secretarial work including the preparation, processing, filing and service of legal documents, compose correspondence and transcribe.	10	35	350	0.2			Legal Secretary
esearch	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	7	19	133	0.1			Legal Analyst, Senior Legal Analyst

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Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
IT administration and support of litigation software and programs	Network Administration: Secure Network User account, folder and password creation and repair/resets; Secure LAN management - troubleshooting; Prepare and complete regular system backups of Legal secure servers; perform data security related tasks; Provide desktop and laptop support. Handle the more complex trouble-shooting i.e. e-discovery, brief bank and links between Legal's Case Tracking database and litigation software and programs. Respond to requests from Headquarters or Legal management for collection or dissemination of IT litigation related information within the Legal and the District Claims Offices. Contacting, coordinating and organizing the secured data collection efforts of all Legal Offices. Assist in trial using Trial Director.	10,021	1	10,021	5.7			Staff Information Systems Analyst (Specialist)/ Associate Information Systems Analyst/ Information Systems Technician
Supervise and testify on transportation engineering standards	Directs, plans organizes the work of three Senior Transportation Engineers who assist the Attorneys in preparation for trial in either Arbitration or the Superior Court for contract claims. Research the factual foundation for claims contained within Complaints against the Department of Transportation, and provide an analysis of the merits of those claims. Consult with the Chief of Engineering and advise on the use of staff or contract expert witnesses. Assist in the preparation of witnesses for trial of deposition.	3	6	18	0.0			Supervising Transportation Engineer
Investigation	Assist attorneys in litigation by researching and analyzing statutory and case law authority relating to specific issues and making recommendations.	20	43	860	0.5			Legal Analyst, Senior Legal Analyst

Legal Division
Department of Transportation
Workload Matrix

Task	Description	Workload Standard (Hrs)	Number of Occurrences/Yr	Total Workload	PYs (1758 Hrs/PY)	BCP & FL & Mandates	Cross-Allocation (COS PYs)	Positions
)TAL				516,206	293.6			

ıotnote:

FY 2009/10 Finance Letter # 8 - Public-Private Partnership Implementation

FY 2007/08 Finance Letter # 6 - Eminent Domain and Willemsen et.al. Inverse Condemnation Lawsuit

FY 2009/10 COS - Legislative Mandate - Cross Allocation of COS resources for Project Delivery related litigation services