

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	ADMINISTRATION/LEGAL SUPPORT OFFICE	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
LEGAL SUPPORT OFFICER	908-013-5395-916	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

The Associate Governmental Program Analyst (AGPA) is under the direction of the Chief, Legal Support Office, a Staff Services Manager I. The AGPA provides support to attorneys in both the Los Angeles and San Diego offices. The AGPA also is responsible for the claims under \$10,000.00 program and the Victims and Witness Compensation Board claims. The AGPA also defends the Department in Small Claims court actions.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
65%	E	Responsible for Discovery requests that come from both State and outside attorneys which include: Form Interrogatories, Special Interrogatories, Request to Produce, Admissions and Persons Most Knowledgeable/Qualified. Attends depositions and testifies at trials as necessary. Assists in preparing employees for their depositions/trials; interviews and consults with department officials and employees to obtain detailed information, material, history and opinions for use in the cases for the Legal Division. Instrumental in setting up site inspections and lane closures for re-enactments. Use various databases i.e., Transportation System Network (TSN), Data Retrieval System (DRS), Workplan Status (WPS) and Integrated Maintenance Management System (IMMS) to obtain information on accidents, projects and maintenance work for attorneys. Obtains, compiles and analyzes various plans, specifications and manuals from appropriate files/locations of the District Office, Headquarters, and outlying district offices. Accepts subpoenas. Works extensively with the Post Mile Log book.
25%	E	Investigates and makes recommendations for payment of claims under \$10,000.00. Investigates and makes recommendation on Office of Risk Management (ORIM) claims involving motor vehicles of the Department. Answers calls from claimants regarding their claims.
5%	M	Investigates and prepares non-state highway declarations at the direction of the State attorneys.
5%	M	Investigates and defends the Department in Small Claims Court.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act as lead worker in the absence of the Supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge and understanding of the Civil Code, Evidence Code and Code of Civil procedure, Design Manual, Traffic Manual, Maintenance Manuals (volume one and two), Standard Specifications, Standard Plans, and Department of Transportation Statutes. Also must have knowledge of the filing systems of each Division, Map Files and the Records Center. Must have knowledge of and/or ability to learn investigative techniques and procedures. Must have knowledge of the different departmental functions. Must be able to research the internet.

Ability to research information; interview expert witnesses and persons most knowledgeable in specific areas. Ability to interpret As-Built plans; proficient use of computer software, specifically MS Office, Word, Excel, Access, Powerpoint; must be familiar with Department inter and intranet systems. Must be able to use the mainframe for such things as

ADA Notice

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Traffic Accident Surveillance and Analysis System (TASAS) and Data Retrieval System; will be required to instruct attorneys how to read and understand TASAS tables B and C's, Traffic Investigation Reports, and the Integrated Maintenance Management System; Ability to speak and write effectively; establish and maintain effective working relationships; good public relations skills, particularly in dealings with witnesses, claimants, citizens and plaintiffs attorneys.

Must be able to reason logically, creatively and use a variety of analytical techniques to resolve complex discovery issues; analyze data and present ideas and information effectively both verbally and in writing; consult with and advise administrators, engineers and managers on tort cases; gain and maintain the confidence and cooperation of those contacted during the course of work; establish and maintain lawsuit/claims priorities; develop and effectively use all available resources. Must be able to work well with others.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The AGPA is responsible for accurate and timely responses to discovery. Erroneous and/or untimely responses to discovery may lead to an inadequate defense of the State and could lead to sanctions, excessive judgments and could damage the State's image and credibility.

PUBLIC AND INTERNAL CONTACTS

Works with attorneys in both the Los Angeles and San Diego legal offices. Works with private attorneys in cases where the State has tendered our defense to the contractor. Interviews and consults with Department Management, employees, experts and private citizens. Makes court appearances as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical - Must be able to sit and/or stand for long periods of time. Requires bending, moving of sometimes heavy boxes and stooping. Must be able to use a keyboard and other office equipment such as the fax and copier for prolonged periods of time.

Mental - Must be able to prioritize and organize the workload. Must be analytical. Must be able to work independently.

Emotional - May be subject to and have the ability to deal with irate claimants. Must be able to develop and maintain cooperative relations with others. Must be able to work in a fast paced environment with tight deadlines.

WORK ENVIRONMENT

Employee will work in a climate controlled office under artificial lighting. Will be required to visit outside locations as needed. May be subject to dust. Training within California as required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE