CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT

CLASSIFICATION TITLE Legal Analyst	**DISTRICT/DIVISION/OFFICE** 42-LEGAL-SAN FRANCISCO	
WORKING TITLE Legal Analyst	**POSITION NUMBER** 701-002-5237-xxx	**EFFECTIVE** 01/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of an Assistant Chief Counsel and an attorney, who has responsibility for the tasks performed, the Legal Analyst performs a wide range of duties in connection with civil litigation and administrative hearings. The Legal Analyst assists with trial preparation, research and analysis of facts and documents in the following legal subject matters: tort, environmental, real property, contract, labor, and transportation.

TYPICAL DUTIES:

Percentage Essential (E)/ Marginal (M)	Job Description
90% (E)	Investigates and analyzes facts and documents in connection with civil litigation in the following legal subject matters: tort, environmental, real property, contract, labor, and transportation; read and understand statutes, court decisions, legal documents and similar material; assist with the discovery process and organization; when delegated by the attorney, drafts interrogatories and responses to interrogatories; assist attorneys in trial preparation by interviewing witnesses, complainants, and defendants concerning the facts of the case; provide historical research for the attorney by collecting and analyzing evidence and by summarizing deposition transcripts; assists in administrative proceedings by preparing drafts of accusations and statements of issues; assembles facts and exhibits for trial; coordinates with expert witnesses; prepare trial binders for the attorney; design and run evidentiary computer presentations during trial; work cooperatively with attorneys, clerical staff, technical staff and the general public; and researches eminent domain cases and prepares appropriate pleadings; prepare legislative histories and tracks legislation; and manage case docket information to comply with court required filings.
10% (M)	Work with management and staff on other job related duties as required.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: Basic legal concepts, terminology, principles and procedures; use of legal reference material; legal office management principles; and role of a paralegal staff in a legal office; a working knowledge of the California Court system; use of legal reference material; legal office management principles; Rules of Civil Procedure; Rules of Evidence; legal documents and similar materials. It is also highly desirable that the incumbent has an overall understanding of Caltrans' Legal Program's objectives, and priorities.

Ability to: Approach a problem by using a logical, systematic, sequential approach; use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; listen to others and communicates in an effective manner; ensure that others involved in a project or effort are kept informed about developments and plans; recognize differences of opinion, bring them out into the open for discussion, and look for win-win solutions; use appropriate interpersonal styles and methods to reduce tension or conflict between two or more people/groups; create solutions to problems using novel methods and processes; identify and respond to current and future client needs; provide excellent service to internal and external clients; make critical and timely decisions in difficult or ambiguous situations; identify the information needed to clarify a situation and drawing out the information when others are reluctant to disclose it; responsibility for own work, including problems and issues; anticipate and prevent breaches in confidentiality and/or security; notice trends and develops plans to prepare for opportunities or problems; identify and propose solutions that benefit all parties involved in a situation; develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; function effectively when under pressure and maintain self control in the face of hostility or provocation; communicate ideas, thoughts, and facts in writing.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Under the supervision of an attorney, routinely prepares and issues letters and memoranda and is responsible for these actions. Legal issues are discussed with the attorney in charge. All legal documents are signed by an attorney who is ultimately responsible for content. Inaccurate information provided in the communication may negatively impact a case or policy decision.

PUBLIC AND INTERNAL CONTACTS

The incumbent must consult with all levels of staff in the Legal Division and other administrative programs; have a wide variety of contacts with court staff, judges, departmental staff, private industry, other governmental agency representatives; and outside witnesses.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be able to work appropriately and effectively under stress, manage complex and varied workload and meet deadlines. Must also work well with office professional and support staff, Department staff, general public and occasionally outside vendors. Ability to work on a

keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative working relationships; ability to focus for long periods of time.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.)

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EMPLOYEE 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 DATE