

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE SENIOR LEGAL ANALYST	DISTRICT/DIVISION/OFFICE 42-LEGAL-SACRAMENTO	
WORKING TITLE SENIOR LEGAL ANALYST	POSITION NUMBER 701-001-5333-xxx	EFFECTIVE 07/2014

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 direction of an Assistant Chief Counsel and an attorney, who has responsibility for the tasks performed, the Senior Legal Analyst independently performs a wide range of duties in connection with civil litigation and administrative hearings. These duties are typically associated with some of the most difficult and complex cases handled by Legal.

TYPICAL DUTIES:

Percentage

Essential (E)/ Job Description

Marginal (M)

- | | |
|---------|---|
| 40% (E) | Reviews and analyzes requests for legal services and develops strategies and proposals to rectify problem areas. Assists attorneys in litigation by researching and analyzing the most complex statutory and case law authority relating to specific issues and making recommendations concerning handling of the issues, drafting various complex pleadings, analyzing and summarizing trial evidence and testimony, identifying contracts and screening expert witnesses, assisting the attorney in preparing witnesses for testifying at depositions and/or trials or hearings, attends settlement negotiations and drafts settlement documents. Legal research areas may include: tort, environmental, real property, employment contract, labor, and transportation law. |
| 20% (E) | Conducts investigations and inquiries. Identifies issues of concern and makes recommendations for resolution. Independently interviews witnesses; gathers documentation; drafts declarations; prepares exhibits. Uses legal technology database and research tools included but not limited to Legal Division's internal Legal Case Management System and online proprietary software and research databases. |
| 20% (E) | Independently creates complex trial presentations and/or works directly with legal support vendors to create presentation materials; runs evidentiary computer presentations during trial; assembles facts and exhibits for trial; coordinates with expert witnesses; prepare trial binders for the attorney with the assistance of |

support staff and legal analysts.

- 10% (E) Assists in regulation and legislation development by analyzing judicial, statutory and regulatory authority, drafting legislation and regulation proposals, monitoring progression through the Legislative process, and preparing analyses on bills tracked by the Department.
- 5% (M) Creates and updates manuals and computerized systems for managing discovery documents. Attends training conferences and courses. Makes or assists in the presentation of conference and trial materials. Develops paralegal training materials and assists with training other paralegals.
- 5% (M) Work with management and staff on other job related duties as required. May serve in a lead capacity.

SUPERVISION EXERCISED OVER OTHERS

None. Reviews work received from Legal Secretaries and other clerical support staff.

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

The Senior Legal Analyst independently prepares letters and memoranda under his/her signature and is responsible for their content. Most legal documents are reviewed and signed by the lead

