

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE SENIOR LEGAL ANALYST	OFFICE/BRANCH/SECTION 42-LEGAL-SACRAMENTO	
WORKING TITLE SENIOR PARALEGAL	POSITION NUMBER 701-001-5333-XXX	EFFECTIVE DATE 5/2015

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 Senior Legal Analyst is the most experienced paralegal who provides high level assistance to management (Deputy Chief Counsel and/or Assistant Chief Counsels) and attorneys for the Caltrans Legal Division including, but not limited to, the following areas of law, tort, construction arbitration, employment, eminent domain, environmental, real property, contract, and transportation. With direction from management and/or an attorney, the Senior Legal Analyst regularly and independently performs the full range of the most responsible, varied and complex paralegal duties which are analytical in nature, and provide consultative services to management and attorneys.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Under direction of an attorney who shall accept full responsibility for the tasks performed, the Senior Legal Analyst (in the areas of civil litigation, administrative proceedings and transactional work) in the most complex cases: Assists in designing and conducting investigations/research for legal issues, identifies issues of concern for investigations/research, interviews witnesses and gathers documentation. Assists in designing, conducting, responding (objections and/or factually) and analyzing discovery (Interrogatories, Production of Documents, Requests for Admissions, Deposition Notices, subpoenaed documents, etc.), identifies issues of concern for discovery, interviews witnesses and gathers documentation. Researches and analyzes statutory and case law authority relating to specific issues (especially those with direct impact on Caltrans) and makes recommendations concerning handling of the issues. Drafts various pleadings (complaints, answers, motions, expert disclosures, etc.) and subpoenas. Summarizes and categorizes deposition transcripts. Analyzes and summarizes trial evidence. Assembles trial binders and exhibits. Drafts jury instructions (CACI and special). Analyzes and summarizes expert witness statements. Coordinates with experts for Independent Medical Exams, depositions and trial testimony.
35%	Creates hardcopies and/or computerized systems for gathering, tracking and managing litigation information, discovery documents and/or other documents used by the Caltrans Legal Division. Assists in the presentation of materials outside of the Caltrans Legal Division. May assist attorney in preparing witnesses for depositions and trial testimony. May assist attorney in identifying expert witnesses and/or preparing expert witnesses for depositions and trial testimony. Special Requirement: Proficient in Microsoft Office 2013 (Outlook, Excel and Power Point) and Adobe Pro. Proficient in the organization of the Caltrans divisions and their databases.
15% E	Analyzes statutory and regulatory authority, prepares analyses of legislation and regulations, and may draft legislation and regulation proposals for the Caltrans Legal Division, monitors progress of legislation and regulations.
05% M	May assist attorney in trial and/or administrative proceedings in the most complex cases. Attends training and conferences with approval.
05% M	May serve in a lead capacity over other paralegals (Legal Analyst). May develop paralegal training material and train other paralegals (Legal Analyst); develops strategies and proposals to rectify problem areas. Work with management and attorneys on other job related duties as required.

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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.

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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 attorney, who is ultimately responsible for their content; however, errors could result in dismissal of a court case, loss of millions of dollars, court sanctions, and/or loss of credibility with the courts, other public agencies and the public.

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, and 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. 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. Requires occasional bending, stooping and kneeling.

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. Will have to perform work duties in different court rooms throughout the state and therefore, this position does require travel.

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 (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE