CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT

CLASSIFICATION TITLE Senior Legal Analyst	**DISTRICT/DIVISION/OFFICE** 42-LEGAL-SAN FRANCISCO	
WORKING TITLE Senior Legal Analyst	**POSITION NUMBER** 701-001-5333-xxx	**EFFECTIVE** 03/2013

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 some of 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)/ Marginal (M)	Job Description
60% (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 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.
15% (E)	Conducts investigations and inquiries. Identifies issues of concern. Interviews witnesses; gathers documentation; drafts declarations; prepares exhibits.
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.
10% (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 materials. Develops paralegal training materials and trains 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 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, 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 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