|  |  |
| --- | --- |
| Classification Title:Senior Legal Analyst | Branch/Division/Bureau:Enforcement Division |
| Working Title:Senior Legal Analyst – Enforcement Division – Telework Option | **Office/Unit/Section/Geographic Location:**Sacramento/ San Francisco/ Los Angeles |
| Position Number (13 Digit):411-170-5333-001 | **Conflict of Interest Position:****x NO** [ ] **YES** |
| RPA Number:# | **Work Schedule:****Monday – Friday, 8:00 a.m. – 5:00 p.m.** |
| Employee Name: | Effective Date: |

**CORE VALUES/MISSION**

The California Privacy Rights Act of 2020 (CPRA) charges the California Privacy Protection Agency (CPPA) with protecting Californians’ privacy rights by implementing and enforcing the California Consumer Privacy Act of 2018. The CPPA’s responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California’s diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

**POSITION CONCEPT**

Under the direction of the Staff Services Manager I (SSM I), and under the general direction of the Attorney, Assistant Chief Counsel, the Senior Legal Analyst in the Enforcement Division will be responsible for tracking complaints and responses, assist with consumer complaint intake, drafting and sending consumer responses. The incumbent will also review consumer complaints and prepare reports through statistical analysis and provide support to the Enforcement Division in enforcing the CCPA.

**ESSENTIAL FUNCTIONS**

35% Consumer Complaint Coordination: Create systems for gathering and tracking litigation and consumer complaint information. Independently and as part of a team, review, organize, and analyze consumer complaints submitted to the Agency through the online complaint system and any paper complaints. Prepare and disseminate the consumer’s response pursuant to complaint response system protocols. Assist with tracking consumer complaints, Agency responses, and associated outcomes of any enforcement inquiry based on a complaint submission. Develop internal processes to ensure complaints are received, reviewed, analyzed, and responded to in an efficient and timely manner. Draft and maintain internal guidance documents covering complaint handling and the general complaint process. Maintain accurate data relating to enforcement actions, investigations, and consumer complaints. Draft correspondence in response to inquiries and complaints to ensure draft documents include proper tone, spelling, grammar, and format.

30% Legal Support: Assist the Enforcement Division’s legal team in drafting legal documents, legal memorandums, legal computations, legal calendaring, declarations, and subpoenas in accordance with the Administrative Procedure Act. Interview witnesses, gather documentation, prepare declarations, make recommendations for enforcement-related actions. Research and analyze statutory and regulatory authority relating to specific issues and make recommendations concerning handling of the issues. Prepare correspondence relating to enforcement activities and facilitate the production of documents through secure transfer protocols. Ensure accurate and timely records of correspondence, documents, and other communications during investigations and litigation. Maintain calendars for enforcement activities. Assist with legal filing and organizing case documents. Create hard-copy binders, exhibits, and documents to support the Enforcement Division’s legal team, including testimony, enforcement actions, hearings, and meetings. Arrange for mailing of hard-copy documents. Conduct legal research including Bluebook citation and other style guide compliance. Manage projects to ensure critical deadlines are met.

25% Document and case management: Independently evaluate complaints to determine the need for pleadings, and prepare various pleadings. Summarize and categorize deposition transcripts, create manual and computerized systems for managing discovery documents, analyze and summarize trial evidence, and assist attorneys during administrative hearings. Identify, contract and screen expert witnesses. Serve as consultant to attorneys in preparing expert witnesses for deposition and trial testimony. Analyze and summarize expert witness statements. Attend Enforcement settlement negotiations and drafts settlement agreements. Create, maintain, and streamline the Enforcement Division’s document gathering processes related to investigations through eDiscovery software such as Everlaw, Relativity, Concordance, or similar document review platforms. Implement a case management system to track and monitor the lifecycle of an enforcement matter, including actions taken and resolution. Prepare and maintain documents for use in investigations and administrative enforcement actions. Provide accurate and timely information to the Enforcement Division’s legal team regarding investigations and cases. Maintain statistical data and analyze metrics to monitor the status of enforcement actions and consumer complaints. Work with the Enforcement Division’s Legal Team to ensure compliance with the Administrative Procedure Act and work with the Office of Administrative Hearings.

**MARGINAL FUNCTIONS**

5% Perform other job-related duties as required, including, supporting Enforcement efforts by managing travel and meeting logistics, managing and responding to departmental requests from other agency staff and/or from consumers, and assist in managing communications to the public.

5% Serve as consultant to attorneys and other legal staff.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

* Professional office environment.
* Some travel may be required.
* Monday - Friday workweek. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
* Daily and frequent use of computer and variety of office software applications.
* Ability to occupy office workstation for extended periods of time.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name