

Classification Title: STAFF SERVICES ANALYST (GENERAL)	Branch/Division/Bureau: LEGAL BRANCH
Working Title:	Office/Unit/Section/Geographic Location: ///SACRAMENTO (300)
Position Number (13 Digit): 413-139-5157-001	Conflict of Interest Position: NO
Employee Name:	Effective Date:

BASIC FUNCTION:

Under the general direction of the Legal Branch's Deputy General Counsel, the Staff Services Analyst (SSA) performs analytical and administrative duties for the Litigation Division and staff that includes Assistant Chief Counsels for each of the Litigation bureaus. The incumbent coordinates clerical and technical support with the legal support team and other departmental offices as it relates to Legal branch work and special projects. The incumbent assists legal staff on various matters; prepares complex correspondence; prepares statistical reports; processes orders, prepares and serves pleadings, subpoenas, petitions, and notices of hearing. With diplomacy, the incumbent responds written and verbal communications from respondents, attorneys, and the public regarding the status of their cases and on basic procedural matters.

ESSENTIAL FUNCTIONS*

- 25% Perform analysis and handle complex administrative matters necessary to provide direct support to the Deputy General Counsel on various confidential and sensitive matters. Using a network computer and various software applications, complete, edit, and transcribe notes and documents for all staff of the Legal branch; type and edit letters, documents, prepare administrative reports; complete special projects requiring complex research of multiple sources and data analysis; prepare charts and reports summarizing ongoing litigation files in the legal branch; prepare and assist Deputy General Counsel on confidential personnel matters and personnel recruitment.
- 15% Gather, analyze, and design basic reports summarizing other data components collected by the bureaus. Prepare compliance and statistical status reports for the Litigation Division by conducting complex information searches in the eCounsel database and synthesizing the data for reports, including annual Governor's report. Research, review, analyze, evaluate, and coordinate Budget Change Proposals. Provide financial and budget support, instructions, and assistance to staff; pay invoices; make recommendations on budget matters to management to include expense tracking, analysis of expenditures compared to bureau budgets. Assist in the development of the annual budget and quarterly projections. Prepare travel, training

ESSENTIAL FUNCTIONS DUTY STATEMENTHRM-025

budgets, and monitor trip numbers for travel; use sound judgment to answer, screen, and direct, or respond appropriately to telephone calls from public officials, their staff, high level industry representatives, public or private agency executives, and the general public providing general information on departmental and/or branch activities, and referring callers to the appropriate staff, division, or bureau. Work with Department accounting and California State Bar agency billing teams to process the Department's annual California State bar renewals for the all legal staff in the Department.

- 15% Type, format, file, and serve a wide variety of complex legal correspondence and various legal notices and forms in multiple jurisdictions, including state, federal, and appellate courts or the Office of Administrative Hearings and perform complex clerical work for four or more Attorneys and Senior Legal Analyst. Respond to inquiries concerning the status of legal actions in process and give basic information on procedural matters. Process orders of the Insurance Commissioner and proposed decisions handed down by the Administrative Law Judges by noting settlement details in eCounsel, close matters in eCounsel, and prepare and schedule hearings and hearing rooms with the Office of Administrative Hearings. Maintain monthly hearing schedule and bureaus' Annual Governor's Report statistics.
- 15% Maintain the law library in accordance with Department policies and procedures. Maintain the supply room stock, order supplies, and is the vendor liaison.
- 10% Maintain and coordinate the Deputy General Counsel's calendar. Schedule appointments and meetings. Prepare documents and other materials required for meetings. Coordinate and prepare travel arrangements and travel expense claims for reimbursements documents. Input and approve timesheets.
- 10% Independently develop responses to the more routine correspondence for the Deputy General Counsel. Assist in planning office workload standards, staffing requirements, and budgets. Establish and maintain office procedures operating systems.
- 5% Enter new matters in eCounsel, prepare public and confidential files for new matters, and update eCounsel through the life of the file. Close files in eCounsel, note final status of files, and prepare closing memos to Licensing Background Bureau noting appropriate insurance and penal code violations or any other relevant information.

MARGINAL FUNCTIONS

- 5% Provide back-up support to the branch's Staff Services Analyst, HR Liaison, and office support and performs other related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

Work Environment:• Work in a high-rise office building.

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