

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING**

DUTY STATEMENT

Employee Name	Classification Name	Position Number	
	Staff Services Analyst (General)	326-XXX-5157-XXX	
Division/Unit	Date	Prior Incumbent	Prior Pos # (if applicable)
Legal			

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Chief Counsel and/or Legal Manager, the Staff Services Analyst (General) (SSA) will act as Custodian of Records designee, and Analyst for the Legal Division. Duties of the SSA include, but are not limited to, the following:

Description of Essential Functions:

- 40% Functions as the Custodian of Records designee for the Department responding to and processing requests for documents pursuant to the Public Records Act (PRA), including record location and review, redaction of personal information and segregation of records exempt from disclosure by statute, prior to the production of documents.
- 20% Maintain proper record of PRA requests in Case Management System (CMS) in compliance with Departmental procedures. Responds to a variety of inquiries from attorneys and the public on the status of PRA requests, and gives authoritative information on the procedural aspects of processing PRA requests.
- 10% Compile and analyze statistical data requested on PRA requests and prepare various reports of cases handled by the Enforcement and Legal division.
- 10% Responsible for submitting new public records request in the Department's CMS. Maintain case related information in the CMS, and responsible for updating and closing Legal case files in the Department's CMS in compliance with Department's procedures.
- 10% Responsible for accepting service of subpoenas and other legal documents, verify that the subpoenas are properly issued and served, and respond to third party subpoenas.
- 5% Gathers factual information and performs routine research to assist in the investigation and litigation of complaints. Conducts research to identify legal business or corporate entity names. File documents in courts throughout the state in compliance with statutory and local rules of court.

Marginal Functions:

- 5% May participate in seminars and interact with various respondent and community groups. Special projects assigned by the Chief Counsel and the Legal Manager.

Knowledge and Abilities:

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

Desirable Qualifications:

- Knowledge of the California Public Records Act
- An understanding of the legal system and judicial processes
- Ability to read and understand statutes, including related to legal privileges and confidentiality
- Experience with MS Word, Excel, Adobe software programs and other office methods, supplies, and equipment
- Experience in preparing reports using Excel, summary sheets and statistical data
- Knowledge of business English and experience preparing correspondence
- Ability to reason logically and analyze situations to decide appropriate responses
- Good communication and mathematical skills
- Ability to establish and maintain effective working relationships
- Ability work cooperatively with attorneys and members of the public and support staff
- Ability to prioritize work and meet deadlines
- Ability to process a large variety and number of documents

Work Environment, Physical, or Mental Abilities:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires ability to complete tasks that require making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting and or standing at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.

Working Conditions:

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

Supervision Received:

The Staff Services Analyst (General) receives supervision from the Legal Manager and Chief Counsel/Assistant Chief Counsel.

Supervision Exercised:

None

Administrative Responsibility:

Adhere to all applicable laws, rules, policies and procedures, including but not limited to the Department's Manuals, Political Reform Act, Statement of Incompatible Activities, Administrative Manual, and directives from departmental management personnel.

Personal Contacts:

The Staff Services Analyst (General) has daily contact with Departmental management and staff, complainants, respondents, legal representatives, control agency representatives, and the general public.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in violation of individual privacy rights, prejudice to DFEH cases, and discredit to the Department.

Certification of the Employee:

I have read and understand the duties as described above. I meet the job requirements as described above and am capable of performing the essential functions with or without a reasonable accommodation.

Incumbent Signature

Date

Supervisor Signature

Date