

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Legal Analyst I	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9662	WORK YEAR:	12 Months
DEPARTMENT:	Legal Services	SALARY:	Range 57 Salary Schedule F
REPORTS TO:	In-House Counsel and Assigned Supervisor	BOARD APPROVAL:	12-17-01
		BOARD REVISION:	07-30-09
		CABINET REVISION:	11-20-19

BASIC FUNCTION:

Perform complex legal duties requiring independent judgment and analysis; perform substantive and procedural legal work which, in the absence of the Legal Analyst, may be performed by an attorney; manage conflict and challenge; and demonstrate excellent organizational skills and attention to detail.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform complex legal duties requiring independent judgment and analysis; perform substantive and procedural legal work which, in the absence of the Legal Analyst, may be performed by an attorney; manage conflict and challenge; and demonstrate excellent organizational skills and attention to detail. **E**

Assist with litigation, including discovery, assembly of exhibits and appendices, preparation of evidence, and tracking documents exchanged with opposition and filed in court. **E**

Conduct legal research using both computerized and traditional methods. **E**

Maintain research files, including indexing and summarizing materials. **E**

Draft various items that relate to District issues, substantive outlines, and other matters. **E**

Proofread, including shepardizing and review of proper legal citation format. **E**

Maintain repository and/or database of current court rules. **E**

Conduct intake interviews, and prepare intake information for In-House Counsel's review and approval. **E**

Maintain and update the Legal Services law library; review legal periodicals and material relevant to specialty area of law, and report or circulate pertinent facts to appropriate In-House Counsel. **E**

Track and report any pending legislation and/or case law that may affect District. **E**

Assist in overall management and administrative functions. **E**

Analyze, interpret, and provide recommendations to District administrators concerning legal issues, Board policies, administrative regulations, and collective bargaining agreements. **E**

Conduct investigations including preparing investigation strategy and plan, interviewing witnesses and preparing final report with analysis, findings, recommendations, and conclusion in response to complaints of discrimination, sexual harassment, retaliation, Uniform Complaint Procedure, civil rights violations, student suspension and expulsion matters, and other highly confidential personnel, parent, and student investigations. **E**

Act as alternate Compliance Officer for Uniform Complaint Procedure complaints. **E**

Represent department at District's Interdepartmental Team meetings. **E**

Discuss and train District staff and witnesses in courtroom etiquette. **E**

Assist with the design and preparation of graphic exhibits, video and/or computer presentations, and other demonstrative evidence materials for use at trial. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices. **E**

Prepare frequent, detailed, and accurate bargaining unit reports; and assemble confidential and sensitive information related to labor relations and negotiations. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; and lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the District and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree and specialized training as a paralegal, and five years of increasingly responsible experience in a legal office.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	85% Overall Score
Excel.....	85% Overall Score
PowerPoint.....	85% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California judicial procedures.

Computerized case management system(s).

Investigation techniques and procedures.

Legal management practices, such as discovery, document production, depositions, briefing, and trial procedures.

Technical aspects of field of specialty.

Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.

District organization, operations, policies, and procedures.

Bargaining unit reports, labor relations, and negotiations.

Operation of a computer, related software, scanners, and standard office equipment.
Paperless electronic filing systems.
Research methods, report writing, and recordkeeping techniques.
Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
Interpersonal skills using tact, patience, and courtesy.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Manage conflict and challenge.
Understand and analyze factual and legal issues.
Be familiar with law, regulations, and procedures of administrative law.
Conduct investigations including preparing investigation strategy and plan, interviewing witnesses, and preparing final report with analysis, findings, recommendations, and conclusion.
Learn and accept new responsibilities.
Prepare frequent, detailed, and accurate bargaining unit reports, and assemble confidential and sensitive information related to labor relations and negotiations.
Operate a computer, related software, scanners, and standard office equipment.
Research, analyze, compile, and verify data, and prepare reports.
Read, interpret, apply, and explain rules, regulations, policies, procedures, and collective bargaining agreements.
Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
Exercise analytical and independent judgment.
Analyze situations accurately, and adopt an effective course of action.
Work confidentially with discretion, and complete work with many interruptions.
Communicate effectively, both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work in a team environment.
Compose correspondence and written materials independently.
Lift light objects according to safety regulations.
Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read various documents related to assigned duties, and view a computer monitor; sit for extended periods of time; reach overhead, above the shoulders, and horizontally, bend at the waist, and kneel or crouch to retrieve and store files from cabinets and shelves; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.