

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: LEGAL ANALYST

DEFINITION:

Under general direction, the Legal Analyst organizes, manages, and implements a wide range of complex analytical and administrative work which may include: directly preparing and providing professional assistance to attorneys for transactional documents (such as contracts and permits), policy documents (such as ordinances, resolutions, and administrative regulations), management of litigation and claims, and correspondence; and management of departmental and project budgets and records.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level classification in which the incumbent independently performs a wide variety of analytical assignments in support of the City Attorney's Office. This classification is distinguished from a division head(s)/department head(s) as the latter classifications are responsible for the overall management of a division or department/office. The Legal Analyst classification is confidential and may have access to information related to the administration of employee-employer relations. This classification receives general direction from attorneys in the City Attorney's Office; and may provide direct supervision over assigned staff and consultants.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Organizes, manages, and implements day-to-day administrative functions of the City Attorney's Office which may include budget, purchasing, clerical support supervision, personnel actions for Office employees, information and records management, and related matters.
- Provides professional-level administrative and legal support to attorneys in the City Attorney's Office including conducting research, assembling and organizing information and records, and preparing reports.
- Acts as a liaison between the City Attorney's Office, City staff in other departments, outside counsel, and the public to gather information and respond to inquiries on a wide range of projects and topics including litigation, claims, subpoenas, requests for public records, City contracts, and City laws and policies.
- Reviews, analyzes, edits, and drafts with attorney supervision: contracts, real property transactions, and other transactional and policy documents (such as ordinances, resolutions, administrative regulations and guidelines, staff reports for legislative bodies, and correspondence).
- Provides professional and technical assistance to attorneys in the City Attorney's Office for civil court, arbitration, and administrative hearing litigation proceedings. Prepares, files with court, serves other parties, calendars and tracks a variety of documents including summons, pleadings, motions, declarations and other evidence, and discovery requests and responses.
- Manages the response to liability claims against the City, working closely with the City's external claims adjuster and other City staff, including the review and analysis of claim trends,

the preparation of the claim investigation, and recommendations to attorneys in the City Attorney's Office.

- Compiles and analyzes information and makes recommendations on potential changes to workflow processes to improve organizational efficiency and effectiveness, including proposed updates to operating policies and procedures.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of office administration, including budgeting, invoicing and purchasing, and records organization and management.
- Principles of law and procedure regarding: (1) the preparation of transactional and policy-related legal documents such as contracts, real property transactions, ordinances, and resolutions; and (2) civil litigation, arbitration, and administrative hearings (including pleadings, motions, subpoenas, and discovery).
- Research techniques, databases and resources, and report writing.
- English grammar, vocabulary, spelling, and punctuation.
- Computer equipment and software systems, including Microsoft Outlook, Word, Excel, and PowerPoint.
- The operational functions, organizational structure, and administrative procedures of municipal government.
- Applicable Federal, State, and local laws and regulations.

Ability to:

- Communicate effectively and concisely, both orally and in writing.
- Maintain the security of confidential or sensitive information.
- Work under pressure and meet deadlines.
- Exercise independent judgment in evaluating a wide range of complex assignments and responsibilities, show personal initiative to prioritize the completion of critical or time sensitive work, and know when the circumstances warrant seeking direction from supervisors or assistance from others.
- Establish and maintain effective and respectful working relationships with City staff and consultants, elected and appointed officials, and colleagues in other agencies.
- Demonstrate discretion and tact when addressing sensitive situations with claimants, litigants, or other members of the public.
- Manage the administrative functions of a small but busy law office; including the preparation and monitoring of a department budget, and the organization and management of department records.
- Seek and learn relevant updates in the legal and public administration fields and incorporate the latest and most effective concepts.
- Evaluate and develop improvements in organizational operations, procedures, policies, and methods.
- Review and analyze legal documents and perform legal research, including use of computer databases and internet resources.
- Learn, interpret, and apply relevant laws, regulations, policies, and practices that apply to the assigned topic.
- Support and promote the City's policies, goals, and vision.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university in political science, business or public administration, public policy, urban planning, or other field applicable to the responsibilities and requirements of this classification. Possession of a Master's degree in public or business administration, or a paralegal certificate, is desirable.

Two to three years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to this classification, preferably for a government agency.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required. Evening and occasional weekend meetings may be required.

Employment Type: Full-Time Classified

Bargaining Unit: AMPX

FLSA Status: Exempt

Established: Month XX, 20XX

Amended: Month XX, 20XX

Class Code: 12345