



JOB OPPORTUNITY
NOW HIRING

Associate Governmental Program Analyst
Legal Division
Permanent – Full-Time
Position Number 339-100-5393-900

SALARY RANGE: \$4,600 - \$5,758 (Range L)

DUTIES:

Under the direction of the Chief Counsel and attorneys, the incumbent exercises discretion and independence while performing complex analytical work involving sensitive legal issues. Duties include, but are not limited to, all of the following:

Legal Division Support (40%)

- Assisting in the management of the Legal Division by analyzing, tracking, and coordinating attorney workload and schedules.
- Maintaining resource systems for managing, organizing, and maintaining documents and files used by attorneys and providing support for system users.
- Maintaining a searchable database of office legal memos and opinions.

Legal and Policy Issues (20%)

- Researching and analyzing sensitive and complex legal and policy issues. Assisting in the development and reviewing of policies and procedures relating to a variety of legal issues and making recommendations as appropriate.
- Drafting memoranda and other materials necessary to support requests for legal assistance.
- Preparing sensitive correspondence relating to audits, including correspondence relating to the confidentiality of records obtained from public entities. Reviewing and verifying legal materials used in support of audit reports and legal memos. Creating and updating templates for legal issues often addressed in audit reports such as conflicts of interest issues and open meeting requirements.

Litigation and California Public Records Act (CPRA) (20%)

- Reviewing and analyzing subpoenas and discovery requests served on the office. Identifying and coordinating individuals and documents responsive to subpoenas, and preparing responses to subpoenas and discovery requests.

- Editing legal documents of all kinds including editing for clarity, flow, and consistency, researching and providing statutory or regulatory citations, and providing correct information and explanations to clients without attorney involvement or time.
- Assisting when necessary on CPRA requests.
- Overseeing staff assisting the Legal Division during review of work papers in preparation for subpoena and CPRA production.
- Managing and coordinating litigation calendars, litigation preparation, and legislative, policymaking, or administrative proceedings by drafting and preparing documents such as pleadings, motions, discovery requests and responses, and other sensitive documents and correspondence.
- Acting as regular point of contact on behalf of the Legal Division requiring independent judgment and discretion in all communication.

Administrative Procedure Act (APA) and Conflict of Interest Code (15%)

- Ensuring office compliance with the APA, including managing deadlines.
- Coordinating and leading in the development of regulations.
- Maintaining the office conflict of interest code. Maintaining knowledge of Political Reform Act and regulations. Performing complex analysis of legal rules as applied to all the job duties within the office to ensure positions are assigned the proper reporting duties.

Contract Management (5%)

- Consulting with the office's contract manager in the preparation of contracts; reviewing contracts, as necessary, to ensure compliance with the Public Contract Code and other applicable state laws. Analyzing and determining the appropriate mechanisms for obtaining contracts, analyzing and preparing relevant provisions, and complex provisions of contracts, and competitive bidding documents. Coordinating with the office's contract manager on contracting calendars, contract language and serving as contract manager as necessary.

DESIRABLE QUALIFICATIONS:

- Ability to prioritize assignments and manage multiple tasks.
 - Experience with the development and implementation of regulations under the Administrative Procedure Act.
 - Experience researching state and federal laws and regulations.
 - Demonstrated analytical skills, including the ability to use good judgment when analyzing data and situations, draw sound conclusions, and take effective action.
 - Ability to produce accurate and high quality work products.
 - Excellent oral and written communication skills.
 - Ability to interact with individuals at different organizational levels.
 - Demonstrated proficiency in using MS Word, Excel, Outlook and PowerPoint.
 - Experience working in a legal environment.
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HOW TO APPLY:

Email or mail a signed standard state application (Std. 678) to the address below.

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Marya Liberty
(916) 445-0255, ext. 215
MaryaL@auditor.ca.gov

FINAL FILING DATE: SEPTEMBER 27, 2016

Mailed applications must be postmarked by the final filing date. Hand-delivered and emailed applications must be submitted by 5:00 p.m. on the final filing date. **Late Applications will not be accepted for any reason.**

SELECTION PROCESS:

Eligible candidates who are current state employees with status in the Associate Governmental Program Analyst classification, lateral transfers from equivalent classes, former state employees who can reinstate into any of these classes, and persons who are reachable on a current employment list for the Associate Governmental Program Analyst may apply. Training and Development assignments may be considered.

All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. The appointment will be made in accordance with applicable personnel laws and rules.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.