

LEGAL ANALYST

KIND OF WORK

Advanced professional legal analysis and consultative work.

NATURE AND PURPOSE

Under limited supervision, monitors and evaluates legislative activity and contract administration; negotiates settlements and contracts; and prepares case documentation, findings, appeal responses, commissioners' orders, and other documents; performs related work as required. This class is distinguished from the Attorney Series by the fact that the duties assigned do not require licensure to practice law.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Determines the collective and individual impact of legislative and regulatory changes on departmental programs to advise, inform, develop responses, and recommend actions to program managers by analyzing and monitoring proposed federal/state laws and regulations.

Analyzes current case law, statutes, rules and regulations to apply them to specific circumstances by researching case law and reports; by writing appeal responses, comments, and summaries for program management; by requesting legal opinions from experts in that field of law.

Informs management and the Attorney General of potential civil and criminal violations to impose and enforce legal sanctions by investigating assigned cases; by analyzing program requirements and audit findings; by preparing case documentation and recommending action.

Plans, develops, and implements legal services program functions to ensure that clientele have access to appropriate legal services by planning, developing and implementing policies and procedures related to enforcement, compliance, liability assessment, negotiation of contracts and settlements, and communication of such information; by serving as liaison/advocate to client groups; by responding to staff requests for information on investigative techniques, legal interpretations, case preparation, data privacy, and judicial standards of evidence; by assembling and maintaining a reference library of applicable laws, rules, regulations and policy.

Reviews and analyzes program implementation to respond to appeals/complaints regarding the application of program rules and standards and the delivery of program services by investigating circumstances; by developing the department's position; by documenting findings and recommendations; by preparing commissioner orders, settlement agreements, and other documents.

Reviews contracts and monitors the administration of contracts to ensure compliance with legal, program, and administrative requirements by drafting clear enforceable language; by identifying issues which may adversely affect the quality and timeliness of goods and services delivered; by negotiating terms; by recommending policies, procedures, or action to resolve problems.

Serves as program or management representative in hearings or other proceedings to settle disputes by preparing and presenting evidence, arguments, and/or the department's position; by questioning witnesses; by providing testimony; by mediating/negotiating settlement.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Federal and state law, rules and regulations sufficient to:

- evaluate the effect of changes on program administration;
- develop and apply relevant interpretations to individual circumstances;
- advise staff on legal aspects and potential consequences of proposed actions;
- develop/recommend program procedures;
- determine a recommendation regarding the fact and extent of liability;
- advise management on appropriate responses to complaints, grievances, and the impact of legislative proposals.

Legal process sufficient to:

- develop and maintain a reference library and advise staff on use;
- develop and implement legal services program objectives;
- provide technical assistance regarding investigative techniques, case preparation, and judicial standards of evidence;
- develop procedures for enforcement, compliance, contract and dispute resolution functions;
- present evidence and arguments and question witnesses in hearings;

- draft proper legal briefs, commissioners' orders, contracts, and settlement agreements;
- investigative techniques sufficient to conduct investigations and prepare documentation for review by the Attorney General's Office;
- state's contract policies sufficient to draft and negotiate enforceable contracts;
- procedures and administrative rules process sufficient to direct the rulemaking process.

Program policies and objectives sufficient to:

- evaluate compliance and effectiveness;
- resolve complex and ambiguous issues;
- recommend action in controversial matters and appeals;
- draft legislation, policy and procedure.

Analytical abilities sufficient to:

- evaluate contract administration and recommend corrective action;
- identify issues and determine appropriate response to appeals, complaints, grievances.

Human relation skills sufficient to:

- mediate disputes and negotiate settlements;
- negotiate contracts;
- serve as liaison/coordinator to outside groups;
- conduct public meetings;
- present evidence/testimony.