



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## PRINCIPAL LEGAL ANALYST

<b>Group-Section:</b> Office of the General Counsel	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 55 <b>Job #:</b> YA69
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### JOB SUMMARY

This is the specialized advanced journey level position performing Principal Legal Analyst job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level perform substantial legal work under the direction and supervision of an active member of the State Bar of California and are recognized as technical experts. The work product or service may affect activities, or the operation of other organizations.

### OVERSIGHT

**Supervision Received:** The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or priorities.

**Supervision Given:** Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

### JOB DUTIES

1. Performs legal research; drafts and analyzes legal documents; interviews clients; gathers facts and retrieves information; collects, compiles, and utilizes technical information to make independent decisions and recommendations to the supervising attorney; and plans, develops, and manages cases.
2. Analyzes, drafts, and prepares responses to public records requests.
3. Prepares administrative documents, reports, board letters, and agreements. Reviews and recommends changes to policies and procedures.
4. Participates on projects, special assignments, committees, and task forces.
5. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
6. Performs other related Legal Analyst job duties as required.

### EMPLOYMENT STANDARDS

## MINIMUM QUALIFICATIONS

**Education and Experience:** Bachelor's degree from an accredited college or university, paralegal certificate from a paralegal training program approved by the American Bar Association or a U.S. Department of Education nationally recognized accrediting agency, and at least eight years of paralegal experience; or Juris Doctor or equivalent degree from an accredited law school and at least six years of relevant legal experience; or a Bachelor's degree from an accredited college or university, a signed declaration from an attorney who has been an active member of the State Bar of California for at least the preceding three years or who has practiced in the federal courts of this state for at least the preceding three years stating the person is qualified to perform paralegal tasks, and at least eight years of paralegal experience; or Two years in an MWD Senior Legal Analyst classification.

**Required Knowledge of:** Procedures and court rules; legal concepts and terminology; legal research tools; applicable federal, state and local laws, codes, and regulations; project management; and current office technology and equipment.

**Required Skills and Abilities to:** Read and comprehend statutes, court decisions, legal and technical documents; prepare legal documents; use legal research tools; think critically; negotiate; maintain confidentiality; perform analytical duties; recommend effective course of action; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

## CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

### Certificates

- None

### Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

### Registrations

- None

## PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences

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or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** No special vision requirements.

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