



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR LEGAL ANALYST

Group-Section: Office of the General Counsel	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 49 Job Code #: YA68
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JOB SUMMARY

This is the advanced journey level position performing Senior 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 specialists. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

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 six years of paralegal experience; or Juris Doctor or equivalent degree from an accredited law school and at least four years of relevant legal experience; or Bachelor 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 six years of paralegal experience; or Two years in an MWD Legal Analyst classification.

Required Knowledge of: Procedures, 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.

Job Title: Senior Legal Analyst

Job Code: YA68

Adopted: 03/11/13

Revised:

Supersedes:

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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 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.