



**SENIOR LEGAL ANALYST**  
**DEPARTMENTAL PROMOTIONAL**  
**SPOT - SACRAMENTO**

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IT IS THE 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.

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**Salary Range: \$4616 - \$5616**

**Final Filing Date: FEBRUARY 3, 2011**

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**WHO MAY APPLY**

ABC employees with a permanent appointment may apply **OR** (1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990 (2) an exempt employee meeting the criteria in GC Section 18992, as of the date they file their application (3) persons who worked for ABC within the last three years (SPB Rule 234, 235 and 235.2) (4) must be a person retired from the United States military, honorably discharged from active duty as defined in Governmental Code 18991.

NOTE: Applicants applying under Item 4 must submit a copy of Form DD214 along with their Standard State Application (STD 678).

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**HOW TO APPLY**

Applications must be submitted via the U.S. Postal Service, hand delivered to the Testing Department, or online. Applicants can apply online at [www.jobs.ca.gov](http://www.jobs.ca.gov). Applications will not be accepted via email and/or fax.

For a copy of the Standard State Application (STD. 678), click on the following link: [www.jobs.ca.gov](http://www.jobs.ca.gov).

If you are personally delivering your application, you must do so between the hours of 8:00am and 5:00pm Monday through Friday (except State Holidays) to the same address listed below, however, directly to Human Resources, second floor.

**SUBMIT APPLICATIONS TO:**

**Department of Alcoholic Beverage Control**  
**Headquarters / Human Resources**  
**3927 Lennane Drive, Suite 100**  
**Sacramento, CA 95834**

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application. The testing period for this examination is 12 months. Once you have taken the examination, you may not retest for 12 months.

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**THE EXAMINATION PROCESS**

Candidates must be successful in each of the examination's selection components listed to be eligible for appointment. Photo identification is required for admittance into the examination. Failure to complete any of the required forms or failure to appear for the scheduled components will result in elimination from the examination. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the examination and/or subsequent verification.

**EXAMINATION COMPONENTS**

Qualifications Appraisal Interview (verbal test) weighted 100%. The verbal test will consist of answering pre-determined job-related questions and may be accompanied by a written exercise. To obtain a position on the eligible list, a minimum rating of 70% must be attained.

Location of the Qualifications Appraisal Interview may be held at our Headquarters' Office in Sacramento or Southern Division's Headquarters' Office in Cerritos, CA.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

**SPECIAL TESTING  
ARRANGEMENTS**

If you are disabled and need special assistance or special testing arrangements, contact the Department of ABC, Human Resources, or via the California Relay Service for the deaf or hearing impaired from TTY Phones at 1-800-735-2929 or from voice phones at 1-800-735-2922. In addition, please mark the appropriate box in question #2 on the State Application (STD. 678). You will be contacted to make specific arrangements.

**CAREER CREDITS /  
VETERANS POINTS**

Career Credits and Veteran's Preference Points are not granted in promotional examinations.

**MINIMUM  
QUALIFICATIONS****EITHER I**

Experience: Two years of experience in the California state service performing the duties of Legal Analyst.

**Or II**

Four years of progressively responsible paralegal experience performing duties in one or a combination of the following specialty areas: Litigation and trial preparation, administrative law and procedures, criminal law and procedures, corporate and business law, medical malpractice, estate and tax law, environmental and land use law, antitrust, labor and consumer law. (Experience in California state service applied toward this requirement must include one year performing the duties of Legal Analyst.)

(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

**EXPERIENCE AND  
EDUCATION  
INFORMATION**

**Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you read, understand and possess the qualifications required.**

Qualifying experience may be combined on proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates' possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement. Applications/resumes **MUST** include: "to" and "from" dates (month/day/year); time base; hours per week; and civil service class title(s), and range, if applicable.

If an examination requires or accepts education, include on the State Application (Std. 678), under the Education section, the **Name and Location** of the institution, **Course of Study, Units Completed** (Semester/Quarter), **Diploma, Degree or Certificate Obtained** and **Date Completed**. The same applies for the Licenses section (valid licenses, certificates, etc.). **Applicant must provide a copy of the course work or degree at the time of filing.** If this information is not included (unless education is not needed), the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date. **Applicants who are hired from this employment list must provide their transcripts from the applicable institution(s).**

Acceptable course work and degrees must be completed at a **regionally accredited** institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by a Commission-approved foreign transcript evaluation agency before it may be used for credentialing purposes.

**THE POSITION**

Under direction of an attorney who shall accept full responsibility for the tasks performed, the Senior Legal Analyst reviews and analyzes client agency requests for legal services, develops strategies and proposals to rectify problem areas; analyzes statutory and regulatory authority, prepares analyses of legislation and regulations, drafts legislation and regulation proposals for client agencies, monitors progress of legislation and regulations; designs and conducts investigations, identifies issues of concern for investigations, interviews witnesses, gathers documentation, drafts declarations, makes recommendations for search warrants; researches and analyzes statutory and case law authority relating to specific issues and makes recommendations concerning handling of the issues; drafts various pleadings on the most complex issues; summarizes and categorizes deposition transcripts, creates manual and computerized systems for managing discovery documents, analyzes and summarizes trial evidence, assists attorney in trial; identifies, contracts and screens expert witnesses, assists attorney in preparing expert witnesses for depositions and trial testimony, analyzes and summarizes expert witness statements; attends settlement negotiations and drafts settlement agreements; creates systems for gathering and tracking litigation information; develops paralegal training material and trains other paralegals; serves as consultant to attorneys and others; may serve in a lead capacity over other paralegals.

**KNOWLEDGE AND ABILITIES**

The examining interview may measure each competitor's knowledge and ability as described below:

**KNOWLEDGE OF:**

1. Basic legal concepts, terminology, principles and procedures;
2. Use of legal reference materials; and
3. Role of a paralegal staff in a legal office.

**ABILITY TO:**

1. Reason logically;
2. Analyze situations accurately and recommend an effective course of action;
3. Write effectively;
4. Prepare reports and summary sheets which set forth a statement of the facts, applications of relevant law and conclusions;
5. Read and understand statutes, court decisions, legal documents and similar material;
6. Prepare drafts of pleadings;
7. Draft litigation discovery documents, such as interrogatories and motions;
8. Work cooperatively with attorneys, clerical staff, technical staff and the general public; and
9. Demonstrated ability to act independently, to communicate effectively both verbally and in writing, and to assume increased responsibility.

**ADDITIONAL DESIRABLE CHARACTERISTIC**

Evidence of continuing education, such as additional paralegal or legal coursework.

**DISTINGUISHING CHARACTERISTICS**

The class of Senior Legal Analyst is the advanced journey analytical paralegal class established to provide full-time employment in a legal program in State service. Incumbents are the most experienced paralegals who provide high level assistance to attorneys in State service. The class is designed for permanent employment where incumbents, with direction from an attorney, regularly and independently perform the full range of the most responsible, varied and complex paralegal duties which are analytical in nature, and provide consultative services to management and others. It is distinguished from the class of Legal Assistant in which incumbents, under the immediate direction, control and responsibility of an attorney, perform the less difficult, more routine paralegal duties generally of a processing, monitoring or data gathering nature; and from the class of Legal Analyst in which incumbents, under the general supervision of an attorney, may perform a broad range of less difficult paralegal duties which do not require the services of the most experienced paralegals.

**ELIGIBLE LIST INFORMATION**

A departmental promotional list will be established for ABC. Candidate's list eligibility lasts for 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

**CONFIDENTIALITY / SECURITY**

**NOTE: Pursuant to Government Code Sections 19680,** It is unlawful for any person:

- (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule.
- (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined.
- (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule.

**Pursuant to Government Code Section 19681 (b),** It is unlawful for any person to obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations.

**GENERAL INFORMATION**

**For an examination with a written feature,** it is the candidate's responsibility to contact the Department of Alcoholic Beverage Control's Human Resources Unit at (916) 419-2557 three days prior to the written test date if he/she has not received his/her notice of appointment.

**For an examination without a written feature,** it is the candidate's responsibility to contact the Department of Alcoholic Beverage Control's Human Resources Unit at (916) 419-2557 three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open entrance examinations, Veterans' Preference Points** are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points** are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at [www.spb.ca.gov](http://www.spb.ca.gov) or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

**Career Credits:** In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

**Felony Disqualification:** You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with TDD Device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929; Voice 1-800-735-2922