

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Legal Analyst I	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9662	WORK YEAR:	12 Months
DEPARTMENT:	Legal Services	SALARY:	Range 57 Salary Schedule F
REPORTS TO:	In-House Counsel and Assigned Supervisor	BOARD APPROVAL: BOARD REVISION: CABINET REVISION:	

Conduct investigations including preparing investigation strategy and plan, interviewing witnesses and preparing final report with analysis, findings, recommendations, and conclusion in response to complaints of discrimination, sexual harassment, retaliation, Uniform Complaint Procedure, civil rights violations, student suspension and expulsion matters, and other highly confidential personnel, parent, and student investigations. **E**

Operation of a computer, related software, scanners, and standard office equipment.

Paperless electronic filing systems.

Research methods, report writing, and recordkeeping techniques.

Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Manage conflict and challenge.

Understand and analyze factual and legal issues.

Be familiar with law, regulations, and procedures of administrative law.

Conduct investigations including preparing investigation strategy and plan, interviewing witnesses, and preparing final report with analysis, findings, recommendations, and conclusion.