

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF LEGAL SUPPORT SERVICES
LEGAL TECHNOLOGY
DUTY STATEMENT**

NAME: Vacant

POSITION NUMBER: 420-021-7500-xxx

JOB TITLE: Legal Technology Officer, Legal Technology

CLASSIFICATION: Career Executive Assignment (CEA), Level A

STATEMENT OF DUTIES: Under the general direction of the Director, Office of Legal Support Services (OLSS), the Legal Technology Officer (LTO) functions as a member of the management team and provides policy direction and guidance for the Department of Justice (DOJ) Legal Technology operations statewide. The LTO is responsible for directing the Case Management Section (CMS) and eDiscovery and Litigation Services (eDLS) Section which includes decision making authority for the overall development and implementation of technology and business functions. The incumbent develops, implements, and evaluates policies, practices, procedures and strategic planning related, but not limited to, legal case management, billing, and eDiscovery and litigation services support to the law practice of the DOJ. These duties are performed while collaborating with program partners, resolving escalated sensitive and complex issues, and collaborating with the Director of OLSS and Executive staff to ensure legal technology services are provided, as well as departmental compliance with the legal requirements of the State.

This position requires the ability to work under pressure to meet deadlines and to have a very broad knowledge of various laws, rules, policies and procedures in multi-disciplined staff areas; work cooperatively with others; respond to emergency demands; exercise a high degree of initiative, independence of action; and demonstrate tact and a high degree of independent judgement with staff and employees of DOJ.

SUPERVISION RECEIVED: Reports directly to the Director, OLSS (CEA B) and may also receive direction from the Chief, Division of Operations (CEA C).

SUPERVISION EXERCISED: Oversees staff in the CMS and eDLS Offices through subordinate managers. Directly supervises an Information Technology Manager I of CMS and a Staff Services Manager III of eDLS.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed, windowed office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

- 30%** Provides leadership and policy formulation, direction and guidance to program areas within Legal Technology, which includes the CMS and eDLS offices to ensure they meet the Department's case management, billing and eDiscovery, and litigation service needs. Consults with Executive Management to ensure the integrity of program operations with departmental Directors and subordinate managers regarding the implementation of best practices in Legal Technology. Establishes, maintains and fosters effective working relationships with control agencies (e.g. Department of Technology, Department of Finance, Department of General Services), as well as private, public, and other stakeholders, including members of the Legislature, relevant to DOJ operations. Represents DOJ at various meetings, conferences and forums.
- 25%** Oversees and coordinates the development and implementation of Project Approval Lifecycle (PAL) processes for OLSS as needed for case management modernization and case management systems integrations with the Accounting Information System (AIS) and/or Fi\$Cal systems, and collaborating with departmental executive staff, California Department of Technology, and California Department of Finance to succeed on these legal technology projects. Oversees and coordinates the analysis and development of Budget Change Proposals required to effectively sustain the legal technology required for the department's law practice.
- 15%** Ensures the CMS and eDLS programs operate successfully to support DOJ operations statewide for all staff. In coordination with the Director of OLSS, develops and monitors the budget for Legal Technology and assures the budget is sufficient to administer operations efficiently.
- 15%** Manages and directs staff in the CMS and eDLS Offices through subordinate managers by establishing, communicating, implementing, and monitoring short and long-term program goals and objectives and providing coaching and guidance to team members to promote staff development and ensure program goals and objectives are met to include, but not limited to, training end users, departmental and mandated reporting. Provides oversight to ensure that all CMS and eDLS professionals and appropriate staff throughout DOJ are trained.
- 10%** Serves as the Department's representative on various task forces and committees, providing consultation regarding case management, billing, legal document record retention, eDiscovery and other legal technology intra-departmental policies. Responds to legislative, special interest group, and control agency inquiries and testifies as needed before the Legislature and Department of Finance. Leads the evaluation, development, training and implementation of case management and eDiscovery-related policies and procedures for the effective delivery of support services to the law practice and ensure compliance with all applicable laws, rules, and regulations.
- 5%** Serves as a member of the Division of Operations senior and executive staff. Hires subordinate managers and supervisors; prepares performance evaluations; and handles formal disciplinary and grievance issues as needed. Effectively contributes to DOJ's Equal Employment Opportunity objectives to create and maintain a fair and equitable

work environment.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date