



**CURRENT/PROPOSED**

State of California  
 Business, Consumer Services and Housing Agency  
 California Civil Rights Department  
 Human Resources

**Duty Statement**

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
ITSD	Information Technology Specialist I	326-500-1402-XXX
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Infrastructure and Operations	9/1/2024	
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
N/A	Sacramento	Wayne Wong
POSITION DESCRIPTION		
<p>Under general direction of the Infrastructure and Operations Manager (ITMI), the Information Technology Specialist I (ITS I) functions as the E-Discovery and data governance expert for the Civil Rights Department (CRD) Information Technology Division. The ITS I is responsible for supporting complex E-Discovery, data governance, management, and extraction activities in support of critical departmental data inquiries while ensuring compliance with all Federal, State and Departmental policies. The ITS I serves as System administrator for the Microsoft Purview platform.</p>		
<p><b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b></p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30	Using Microsoft Purview and other E-Discovery tools, the ITS I will conduct searches and analysis on data sets and provide data as necessary to the Legal division to support Public Records Act requests and other E-Discovery workloads	
30	Using Microsoft SharePoint, Microsoft OneDrive, Relativity One, and other data management tools the ITS I will manage data storage and usage for critical departmental files and documentation.	
25	Using Microsoft Purview and other E-Discovery tools the ITS I will work with departmental staff on identifying and configuring data classification policies for sensitive CRD data.	
10	Using various office productivity tools such as Microsoft Word, Adobe Acrobat, and Microsoft SharePoint the ITS I will create and maintain documentation to support the departments E-Discovery, data storage, and classification policies and procedures.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
DESIRABLE QUALIFICATIONS:		
<p>Knowledge of and experience using the Microsoft Purview data classification and management tools.          Knowledge of and experience using and managing Microsoft SharePoint          Knowledge of and experience managing Microsoft OneDrive.          Knowledge of and experience using the Relativity One E-Discovery platform          Knowledge of and experience using the Net Documents document management platform          Knowledge of and experience managing policies and objects using Microsoft Azure (Entra) and Microsoft Intune.          Knowledge of and experience managing Microsoft Defender.          Proficiency with the Microsoft Office Suite of Tools as well as Adobe Acrobat.</p>		



## Duty Statement

<b>TYPICAL WORKING CONDITIONS:</b>		
This position requires either sitting or standing and using a personal computer for long periods of time. This position also requires the use of a mobile device such as an iPhone or iPad to complete necessary tasks. Almost all duties will be performed indoors, and this position will have the ability to work both in the office and from home. The amount of time spent in the office shall be at least two days per week, but may be more often workload permitting.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as telework eligible-hybrid.		
<b>SPECIAL REQUIREMENTS:</b>		
None		
<b>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b>		
<b>SUPERVISOR STATEMENT:</b>		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>