



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal	Legal Analyst/eDiscovery Spec	
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Legal		R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
		Kenjamin Ho
POSITION DESCRIPTION		
<p>Specific responsibilities include but are not limited to: Under the general supervision and direction of the Legal Manager, the eDiscovery Specialist will perform a broad range of electronic discovery work to support the Legal Division’s investigations and litigations. The incumbent will administer legal support software instances, databases, and workspaces such as Relativity and Clio. The incumbent will also conduct data management, discovery organization, review, summaries, and other paralegal work such as drafting, filing, and serving legal pleadings.</p>		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Creates, administers, and manages software workspaces for attorneys and paralegals. Receives, stages, processes, reviews, and produces electronic evidence and discovery data. Configures document review layouts and other software objects to facilitate document review. Runs automated software analysis of data such as e-mail threading, optical character recognition, conceptual analytics, and search term reports. Troubleshoots technical problems and develops solutions to eDiscovery issues.	
30%	Independently consults with attorneys, paralegals, and other legal division staff to develop strategies for managing eDiscovery and litigation. Tracks projects and works with case teams to handle voluminous inbound and outbound electronic discovery productions and records. Responsible for organizing and preserving necessary eDiscovery data.	
15%	Develops training materials and provides legal division staff training on electronic litigation support procedures such as the basic use of litigation support/case management software and reviewing, coding, and redaction of documents.	
10%	Prepares document productions in response to third party subpoenas and public records act requests. Independently prepares draft interrogatories, responses, and summaries of depositions transcripts. Summarizes received discovery responses. Assists in preparing complex/voluminous document sets for court filings and/or service. Drafts legal pleadings including but not limited to motions, briefs, and notices.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	May participate in specialized training, seminars/webinars, and interact with various interest and community groups to stay up to date on best practices and industry trends. Travel may be required.	
5%	Other duties as assigned.	



Duty Statement

DESIRABLE QUALIFICATIONS:

- General database software and concepts,
- Cloud file storage and document management systems (NetDocuments, Sharepoint, OneDrive), common document and data filetypes, email systems and terminology;
- Litigation and case support software;
- Basic legal concepts, terminology, principles, and procedures;
- Proper formatting of legal citations,
- Use of legal reference materials;
- Stages and procedures of court litigation and discovery;
- Modern office methods, supplies, and equipment; business English and correspondence.
- Logical reasoning and situational analysis;
- Organization and multi-tasking on concurrent matters/cases,
- Creative thinking to solve problems,
- Effective communication and listening;
- Reporting and strategizing with case teams.

Additional Desirable Qualifications:

Dedication to the mission of CRD, evidence of continuing education, self-learning, or prior experience in electronic discovery support.

TYPICAL WORKING CONDITIONS:

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

- Requires daily use of a personal computer and related software applications at a workstation.
- Requires prolonged sitting and or standing at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.
- Some litigation projects may require overtime.
- Seldomly required to lift case files, office supplies, books and manuals (up to 20 lbs.).
- Seldomly required to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job.

TELEWORK DESIGNATION:

The California Civil Rights Department supports hybrid work schedules, including telework days, for employees who can perform their essential functions remotely, as operationally allowed. Travel expenses from your home to your assigned headquarters location is considered a normal commute and are not reimbursable.



Duty Statement

SPECIAL REQUIREMENTS:

Supervision Received:

The eDiscovery Specialist receives general supervision from the Legal Manager and Legal Support Managers and may receive general direction from the Legal Division attorneys.

Supervision Exercised:

None

Administrative Responsibility:

Adhere to all applicable laws, rules, policies and procedures, including but not limited to the Department’s Legal Operations Manual, Political Reform Act, Statement of Incompatible Activities, Administrative Manual, the Information Practices Act, and directives from departmental management personnel.

Personal Contacts:

The eDiscovery Specialist has daily contact with Departmental management and staff. Incumbent will have occasional contact with software and product vendors and independent contractors. Incumbent may have contact with litigants and non-departmental attorneys/legal personnel.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in a violation of individual privacy rights, violation of court orders, prejudice to CRD cases, and discredit to the Department.

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.

SUPERVISOR STATEMENT:

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.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

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.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE