

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Specialist II	Senior Litigation Support/e-Discovery Specialist
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-390-1414-007
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Privacy & Integrated Risk Management Office/ Privacy Oversight Group / Litigation Support & E-Discovery Unit	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Cybersecurity Division	Information Technology Manager I
BRANCH:	REVISION DATE:
Information Technology Branch	4/7/2023
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input checked="" type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering	
Under general direction of the Information Technology Manager I, the IT Specialist II acts as the primary departmental resource responsible for providing expert technical and analytical expertise while planning, developing, and implementing access and collection gaps that can be secured through cyber collection and/or preparation activities.	
The IT Specialist II is responsible for establishing and maintaining a department wide program to ensure that EDD information is inventoried and accessible for legal and regulatory purposes. The incumbent utilizes information technology (IT) resources to perform litigation support and eDiscovery research and data analysis	

to assist EDD lawyers with the more difficult to most complex legal actions and cases. Assignments also include ones where there are “politically sensitive” and/or controversial aspects to the case which require experienced and thoughtful handling. The incumbent will proactively work with legal and others in IT to implement practices that meet defined policies and standards for the preservation and collection of evidence. In conjunction with contracted security experts, the IT Specialist II is involved in any forensic investigations that are taking place inside EDD.

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following Branch Cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

Percentage of Duties	Essential Functions
40%	Serves as the process owner of all ongoing activities related to the location, integrity, preservation and collection of evidence in any matter or action that EDD is subject to. Conducts computer forensic analysis, data recovery, eDiscovery and other IT investigative work. Collaborates with fraud examiners, other IT investigative experts, counsel, human resources (HR), external entities and other technical personnel in investigations. Conducts examinations of computers and media generated by computers to collect and analyze evidence as an expert in the specialty area of forensic computer science. Lead the identifying and cataloging of the EDD information assets. Leads and mentors the Litigation Support/e-Discovery Specialist in the implementation and training for lower-level POG staff (i.e., the Information Technology Associate and Information Technology Technician) about use of ISM (Information Service Management) tools.
30%	Coordinates with EDD Legal, and IT management, to create and maintain policies and processes that support the collection of evidence in support of litigation and regulatory investigation. Develops, implements and monitors the processes to track information assets, putting litigation holds in place, removing litigation holds, forensically gathering evidence from any node on the network, including desktops, tracking the management of litigation holds, ensuring the integrity of evidence and delivering any requested information to the Legal Counsel. Worked with the legal department and outside counsel on specific cases and projects as needed, advising on and helping plan for effective discovery, and case- and document-management. Ensures the ability of EDD Legal Counsel to obtain timely information from the case databases to assist in document review and productions, preparing for depositions and trial support. Support outside counsel as required. Maintains confidentiality and professionalism while carrying out duties.
15%	Leads and mentors lower-level technical staff in the Privacy Oversight Group (POG), i.e., an IT Spec I, an IT Associate and an Information Technology Technician. Engages in the following with them: 1.) Monitors, gathers and analyzes lessons learned by POG Technical staff and documents them into a central repository for future reference, 2.) Oversees their monitoring of EDD Legal Division’s ProLaw files containing information about subpoenas where POG assistance is needed to research and gather case relevant data/information, 3.) Oversees their use of Service Now Tickets to convey requests to collaboratively seek relevant case data/information from key resources such as Business Intelligence (BI) staff, the Investigations Division, or external entities such as Department of Motor Vehicles (DMV), ITB Divisions, etc., and 4.) Compliance with requirements and observance of all privacy and confidentiality policies and procedures in the collection, storage, and dissemination of case related data/information. Provides subject matter

10%	<p>expertise to executive management and staff regarding litigation support and e-discovery activities.</p> <p>Proactively ensures up-to-date and pertinent knowledge about the legal environment. Must ensure that information systems are maintained in accordance with the changing requirements of law and policy.</p>
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.
4. WORK ENVIRONMENT (Choose All That Apply)	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Not Applicable - activity does not exist
Other: <i>Click here to enter text.</i>	
Type of Environment: <input type="checkbox"/> High Rise <input type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input type="checkbox"/> Required to assist customers on the phone <input type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION EXERCISED: (List Total Per Each Classification Of Staff)	
Lead and mentor lower-level IT Technical staff in the Policy Oversight Group (i.e., IT Specialist I; IT Associate; IT Technician)	
6. SIGNATURES	
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>	
Employee's Name:	
Employee's Signature:	Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>	
Supervisor's Name:	
Supervisor's Signature:	Date:

Civil Service Classification
Information Technology Specialist II

Position Number
280-390-1414-007

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	dmg	7/27/2023

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

1. Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
2. Provide a copy to the employee
3. File original in the supervisor's drop file