

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
INVESTIGATIONS SECTION
DIGITAL FORENSICS**

JOB TITLE: Information Technology Specialist II

POSITION NUMBER:

INCUMBENT: Vacant

WORKING TITLE: Digital Forensic Investigator

PRIMARY DOMAIN: Information Security Engineering: The security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments.

SECONDARY DOMAIN(S): N/A

STATEMENT OF DUTIES: Under the general direction of the Information Technology Manager (ITM) I, the Information Technology Specialist (ITS) II demonstrates leadership and ingenuity in the Information Security Engineering domain, serving as a subject matter expert (SME) and skilled practitioner of advanced digital investigations and forensic examinations. The incumbent serves as a member of a team of Digital Forensic Investigators providing digital investigative and forensic services to attorneys and law enforcement officers. Focuses may include digital forensics, big data, cloud, internet of things, electronic information systems, and social media forensics. The position performs a variety of technical tasks in connection with the collection and analysis of the most complex electronic information processing systems in support of the Division of Medi-Cal Fraud and Elder Abuse (DMFEA) digital forensic work. The position is primarily responsible for conducting advanced level forensic examination, analysis, reconstruction of computing environments and research specific to the collection and preservation of digital evidence in a forensically sound manner. The ITS II identifies, documents, collects, processes, presents and preserves evidence in criminal and civil investigations, pre-litigation, and litigation matters. Examples of digital evidence and electronic media include, but are not limited to: computer hard drives, external/thumb drives, servers, cellular phones, network devices, information systems, and any other devices or media that stores and/or process digital information. The ITS II acts as part a team of law enforcement personnel.

The ITS II must exercise a high degree of initiative, independence, and confidentiality during the performance of critical and routine assignments and will provide technical expertise and project management on a wide variety of complex information technology solutions. The ITS II serves as a SME and demonstrates a high level of knowledge as it pertains to digital forensic analysis; forensic best practices; data storage and management and information security, as it relates to

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ensuring the integrity of the forensic process. The incumbent will make optimal recommendations for management's consideration in order to establish or improve organizational wide policies and procedures. Other duties will include but are not limited to: preparing standard forensic reports; maintaining files, peer review of casework and appearing in court in order to provide expert testimony as a SME or witness.

This position requires a high level of confidentiality as information that the ITS II will have access to may be very private, privileged or sensitive in nature. In-state and occasional out-of-state travel is required.

SUPERVISION RECEIVED: Under the general direction of the ITM I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to work at a computer terminal for extended periods of time and to lift, carry, and move up to 20 pounds.

TYPICAL WORKING CONDITIONS: Modular workstation or laboratory setting in a smoke-free environment. Travel will be required to the DMFEA regional offices and throughout California, sometimes without advanced notice. Travel may be required out of state.

ESSENTIAL FUNCTIONS:

- 50%** Work, as part of the investigative team, with Special Agents, Deputy Attorneys General, and technical staff to perform specialized digital forensic examinations in a lab and on-site during the service of court-ordered searches of locations. Provide forensic analysis of digital information obtained; this includes travel throughout the state for the removal and installation of electronic media, hard drives, copying of hard drives from stand alone and network computers, mapping computer systems to preserve electronic evidence, and computer forensic examination of electronic data to discover, document, collect and preserve computer-based evidence for investigations and potential prosecution.
- 20%** Responsible for comprehensive documentation of all work performed, including, but not limited to, writing reports and applicable documentation of systems, as well as quality assurance review of case reports and documentation prepared by other digital forensic staff.
- 10%** Collaborate and engage in on-the-job training with digital forensics staff to enhance the unit's expertise. Ensure compliance to standards, procedures, and methodologies pertaining to digital forensics. Performs "intelligence" type of activities to assist attorneys in litigations, such as social media captures and other investigative activities.
- 10%** Coordinate communication between and conduct meetings with clients, management, supervisory, analytical and vendor/consultant staff regarding conceptual design, technical specifications, system testing and implementation, as well as policy, procedures, timelines, funding and training concerns.

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5% Research software, including proprietary software, communicate with vendors and act as liaison between digital forensic staff and trusted vendors necessary for the retrieval of digital evidence.

5% Testify in criminal, civil, and administrative court proceedings as necessary.

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.

I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Signature Date

Supervisor Signature Date