

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
CONSUMER PROTECTION SECTION
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Information Technology Specialist III (ITS III)
WORKING TITLE: Investigative Technologist

PRIMARY DOMAIN: Information Security Engineering
SECONDARY DOMAIN: Information Technology Project Management

STATEMENT OF DUTIES: Under administrative direction, the Information Technology Specialist III (ITS III) in the Consumer Protection Section (CPS) (Section), works as an Investigative Technologist and expert advisor in support of the Section’s consumer protection and privacy enforcement matters and initiatives. In collaboration with CPS legal and investigative teams, the ITS III conducts the most complex research and analysis to investigate potential violations of California’s cutting-edge consumer protection and privacy laws as they pertain to technology. The ITS III also researches consumer and privacy-related business practices to support investigations and enforcement actions, and prepares investigative reports, providing testimony at hearings, if required, to explain conclusions. Identification of deficiencies in privacy technologies and processes at regulated businesses, include but are not limited to, data minimization, data anonymization, differential privacy, and processing of consumer privacy requests for external public-facing technological entities. The ITS III assists attorney section members in investigating potential violations of the California Consumer Privacy Act (CCPA) and other laws, and prosecuting violations thereof, ensuring a high level of confidentiality as access to various information may be private, privileged or sensitive in nature. May receive general direction from section Deputy Attorney General Supervisors during the course of an investigation.

SUPERVISION RECEIVED: Under the administrative and policy direction of the Senior Assistant Attorney General.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. May be required to lift up to 25 pounds in weight. May be re required to travel within the state or out of state to assist with IT audits, hardware collection, and related digital forensic examination duties.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, a partitioned cubicle or similar workspace in a high-rise building and a smoke-free environment.

ESSENTIAL FUNCTIONS:

35% Serves as an expert advisor to section members regarding technology and privacy matters. Designs research methods, validation procedures, and execution plans to evaluate functionality of technologies, including those related to artificial intelligence, privacy protection, and data security to ensure the [California Consumer Privacy Act](#) and

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other consumer protection and privacy laws are being upheld. In collaboration with the Office of General Council, Information Security Branch (ISB), the ITS III develops policies, procedures, tools, examination techniques, and inquiry methods relating to consumer protection and privacy laws and applying these techniques and methods to ongoing technological investigations. Determines the objectives and measures upon which investigative projects will be evaluated and ensures objectives are being met. Performs expert technical investigative work to assist attorneys in litigation, such as captures of social media and other open-source intelligence, as well as other technical investigative activities to ensure Compliance with applicable state and federal law and policies by businesses and other entities under investigation by the CPS.

- 25% Provides recommendations, expert advice, consultation and expertise in multiple IT disciplines to evaluate and investigate target compliance with consumer protection and privacy laws for external technological entities. Advises section members on a broad range of technology issues pertaining to privacy and security. During the course of an investigation, researches consumer protection and privacy-related business practices and the technologies underlying those practices. Provides technical expertise and guidance to the application of privacy and security business practices to varying technologies and public-facing technological entities. Conducts presentations and briefings of investigative conclusions to external partners and targets and via written reports. Analyzes web service technologies and prepare reports of investigative findings. Coordinates communication between and conducts meetings with investigative team members and other stakeholders including program staff, management, supervisory, analytical and vendor/consultant staff, regarding design, technical specifications, system testing and implementation, policy, procedure, timelines, funding, and training issues related to target entity IT systems and practices, and evaluates same. Researches software, including proprietary software, communicates with vendors and acts as liaison between Public Rights staff and trusted vendors necessary for the retrieval and preservation of digital evidence. Testifies in court for forensic purposes, identifies potential experts, vendors, and software tools to support investigations. Liaises with outside agencies and contractors regarding the collection, preservation and the presentation of digital evidence, to support investigations and prosecutions. Confers with experts to keep abreast of current technological processes and developing technologies.
- 20% Conducts presentations or briefings on aspects of project(s) to section investigative teams. Provides technical specialist leadership, guidance, training, and support to investigative, policy, regulatory and similar project team members. Directs or coordinates duties and responsibilities to project technical personnel. Reviews, recommends, develops, and modifies technical compliance terms necessary to address violations of law identified in the course of consumer and privacy-related investigations and enforcement actions involving businesses or other investigative targets. Develops and implements ongoing standards and controls for consumer and privacy-related investigations for varying technology disciplines.

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- 15% Strengthen and support the CPS's investigatory responsibilities by monitoring current and next-generation consumer and privacy practices involving a range of technology-related issues. Assists in identifying new avenues of investigation. Gathers and analyzes data to develop ideas for potential enforcement actions. Works with advocacy groups, academics, expert witnesses, and sister agencies to keep abreast of current and emerging technologies and any potential threats. Writes and runs automated program scripts or other tools in the course of technical investigations of external targets to identify and/or document violations of law, policy or privacy issues. Uses digital tools, programs, and software to conduct, streamline and manage investigations.
- 5% Performs peripheral functions as needed or as directed by management. In collaboration with the California Justice Information Services Division (CJIS) and the Information Security Branch (ISB), contributes to the planning of the overall organizational information technology strategy for enforcement of the CCPA; monitors system architecture across multiple platforms as needed for investigations. Coordinates with CJIS and ISB regarding infrastructure system design, modification, upgrade, and implementation for consumer complaints, investigations, and the section's enforcement actions.

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.

Printed Name
Employee's Signature

Date

Printed Name
Supervisor's Signature

Date