

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
LEGAL SUPPORT SERVICES
eDISCOVERY & LITIGATION SERVICES
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-049-4801-004

JOB TITLE: Supervisor II

WORKING TITLE: Operational Manager

STATEMENT OF DUTIES: The Supervisor II is responsible for the management of the statewide litigation support services for the various law practice areas in the Attorney General's (AG) Office emphasizing on electronically stored information (ESI) management, review tools and applications as it relates to legal matters. The incumbent will provide guidance and training to statewide managers and subordinate staff with the day-to-day operations, remain current in legal and technical matters related to litigation support and eDiscovery, ensuring statewide consistency in the application of Department and section procedures, and overseeing all eDiscovery & Litigation Services (eDLS) contracts for vendor-provided litigation support services. The Supervisor II will have a strong working knowledge of the litigation process, both civil and criminal, and an understanding of the use of technology to support litigation as well as legal terminology and the needs of a legal team in presenting information in support of litigation.

SUPERVISION RECEIVED: Under the general direction of the Manager II.

SUPERVISION EXERCISED: Direct supervision of three or more Supervisor Is located statewide and indirectly supervises over 20 staff comprised of Senior Legal Analysts, Legal Analysts, Legal Assistant, Analysts IIs, Seasonal Clerks and Retired Annuitants throughout the six offices of the Office of the Attorney General: Sacramento, Fresno, San Francisco, Oakland, San Diego, and Los Angeles.

TYPICAL WORKING CONDITIONS: Office in a smoke-free environment. Official working hours and expected to work the hours necessary to fulfill the requirements of the position. Monthly travel to other AG Offices or client locations is required.

ESSENTIAL FUNCTIONS:

50% Provides daily supervision and oversight to the Supervisor Is who directly supervise Senior Legal Analysts, Legal Analysts, and Analyst IIs in a variety of analytical activities dealing with data preservation and collection, data management, and trial technology. Coordinates the application of litigation support services with the Supervisor Is to ensure consistency in how services are provided and documented. This includes but is

not limited to maintaining written procedures (case intake, data collection and analysis, data preservation, database design, software training, production management, etc.), providing training to eDLS staff, monitoring workflows and soliciting feedback from in-house clients as well as outside client agencies to gauge service satisfaction. Provides training to eDLS and senior or supervisory legal staff. Works with the Manager II to keep abreast of eDiscovery rules, procedures and software and ensures eDLS staff are current in their knowledge and understanding of changes and updates.

25% Promotes litigation support services to the Department's legal staff and manages customer relationships. Consults with Senior Assistant Attorneys General and Supervising Deputy Attorneys General on complex litigation cases, develops and implements procedures for the various legal sections to work with eDLS and meet with client agency representatives to provide guidance on data collection relative to litigation. Develops and maintains the Department's eDiscovery website in consultation with the Manager II, as a means of making current information available to legal staff between formal training offerings. The website is a resource for DOJ legal staff regarding current trends, laws and procedures for eDiscovery.

15% Maintains a thorough knowledge of the technical workings of the various eDLS software due to the direct impact on case analysis work. Coordinates with eData Team Supervisor I regarding software operation requirements and the capabilities of the various software systems to ensure adequate resources are available to meet client needs and to assist in resolution of any software issues.

10% Reviews professional literature and maintains current knowledge on law practice information, litigation and case management systems, and project management software. Attends various conferences, seminars, meetings, and trainings, as well as self-directed research and study of technical papers/journals.

Evaluates new software offerings, coordinates statewide training systems to roll out new information processing software for use by legal staff. Participates in and ensures state rules are followed for all eDLS hiring, employee evaluations, employee training, and disciplinary processes, and ensures all eDLS staff are current in DOJ mandated training. Completes special projects as assigned by management.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without 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.

Employee's Name (Print)

Supervisor's Name (Print)

Employee's Signature

Date

Supervisor's Signature

Date