



Duty Statement

DIVISION	CLASSIFICATION/WORKING TITLE	POSITION NUMBER (Agency-Unit-Class-Serial)
Legal	Legal Analyst/eDiscovery Spec	326-410-5237-011
UNIT/PROGRAM/SECTION	EFFECTIVE DATE	CBID
Legal	June 2026	R01
INCUMBENT	REPORTING LOCATION	IMMEDIATE SUPERVISOR
		Kenjamin Ho
POSITION DESCRIPTION		
Under the general supervision of the Legal Division Manager of the Civil Rights Department (CRD), and occasional direction by the Legal Support Managers and/or Legal Division attorneys, the eDiscovery Specialist performs a broad range of electronic discovery duties in support of the Legal Division's investigations and litigations. The incumbent will administer the Division's electronically stored information (ESI) review workspaces (RelativityOne) and assist in all matters/projects involving the collection, organization, processing, review, and production of ESI. The incumbent will also collaborate with case teams to develop ESI review strategies and provide basic end-user Relativity training.		
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 Relativity workspaces to support CRD's civil litigation efforts. Receives and investigates digital evidence and prepares, processes, analyzes, reviews, and produces respective ESI and discovery data. Performs quality control and makes necessary corrections to datasets to facilitate a more streamlined case review. Converts unstructured datasets to structured datasets. Configures processing, imaging, OCR, batching, and analytics sets. Configures document review layouts, saved searches and other Relativity objects to facilitate document review. Executes analysis of data such as e-mail threading, optical character recognition, conceptual analytics, name normalization and deduplication.	
35%	Independently consults with attorneys, paralegals, and other legal division staff to develop strategies for managing eDiscovery. Utilizes tools outside of Relativity (e.g. Excel, Notepad++, Bulk Rename Utility, SysInfo PST viewer, Beyond Compare) to facilitate eDiscovery work. Leverages document metadata to find, filter, match, and manipulate evidentiary data within large datasets. Troubleshoots technical problems and develops and recommends solutions to eDiscovery issues. Tracks projects and works with Legal's case teams to handle voluminous inbound and outbound electronic discovery productions and records. Responsible for organizing and preserving necessary eDiscovery data.	



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20%	Develops and delivers training materials and provides Legal Division staff with training on the basic use of Relativity including navigation, reviewing, coding, redacting, and searching of documents. Provides virtual (via Teams and Zoom) or in-house/classroom custom training to different case/project teams on how to use their specific workspace. Continually learns about eDiscovery trends, technology, and workflows to improve CRD's efficiency. Adapts to new products and uses them to perform essential functions.
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MARGINAL FUNCTIONS:

%	TASK/DUTIES
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5%	May perform traditional paralegal duties including, but not limited to: preparing document productions in response to third party subpoenas and public records act requests; summarizing received discovery; and preparing court filings. 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.
5%	Performs other special projects and duties as assigned.

DESIRABLE QUALIFICATIONS:

- Experience administering Relativity or other similar eDiscovery review platform(s);
- Familiarity with using and editing ESI load files;
- Understanding of the eDiscovery lifecycle (ESI identification, collection, processing, review, production);
- Experience handling ESI (such as emails, word documents, spreadsheets, PDFs, chat/text messages, audio/visual files) and its metadata;
- Ability to utilize Excel to manipulate data;
- Understanding of basic eDiscovery analytics/AI concepts;
- Civil litigation and discovery procedures/concepts (such as privilege, responsiveness, redacting);
- Evidence of continuing education, such as additional paralegal or legal course work;
- 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, listening, and collaboration.

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:



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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.

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.

SPECIAL REQUIREMENTS:



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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



State of California
Business, Consumer Services and Housing Agency
California Civil Rights Department
Human Resources

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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