



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
IT Division	Information Technology Specialist I	549-073-1402-053
DISTRICT/HQ SECTION	WORKING TITLE	CBID
ISPO	eDiscovery Specialist	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Information Security & Privacy Office	Statewide – HQ IT or SSC	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
☐ State Housing may be required.		Information Technology Manager II
POSITION DESCRIPTION		
Under the general direction of the Chief Information Security Officer (CISO) (Information Technology Manager II) and coordinated by the Lead of the eDiscovery & Incident Response Team within the Information Security & Privacy Office (ISPO), the eDiscovery Specialist is an Information Technology Specialist I position serving as the primary data triage & preservation professional. This position is responsible for eDiscovery local device forensic preservation activities for the Department across the entire California State Parks system. This position is based in Sacramento and travels frequently to conduct data triage on a wide-ranging span of technologies serving Headquarters, Division/District/Sector offices, and all 288 field sites spread across a very diverse geographical environment: the entire State of California. The incumbent is expected to complete work assignments independently in a highly organized, timely, well documented and communicated at-all-times manner. Uses advanced certification of digital forensics and the ability to apply those skills, paired with expert knowledge of California Penal Code 502, 311 and Government Code 8314, is required at all times. A thorough understanding of California's State Administrative Manual section 5300, Criminal Justice Information Systems (CJIS) security controls, Natural Resources Agency and Department policy shall be demonstrated in all work product where those policies and regulations may be relevant in any form. This position works with many peers in complex disciplines, providing high-quality customer service, discretion, and professionalism to triage, preserve, and produce responsive data held in a multitude of mission critical DPR technology infrastructures that in-turn, may be within operating environments for highly sensitive PayCard, industrial control systems, law enforcement, legal and scientific systems. Appropriate safeguards and data redundancy techniques shall be applied at all times. This is a writing, technical, and travel intensive position. This position is the primary responsible staff member for coordination of Department-wide annual role-based Information Security & Privacy Protection Trainings and assists with writing assignment deliverables related to the ISPO's compliance activities such as but not limited to assisting the TRC with System Security Planning, Incident Response Planning, monitoring and writing participation for contracts, projects, and initiatives within the ISPO and IT Division. Time between assignments in eDiscovery and compliance activities shall be used to research, train, and grow professionally. Respect for the professional workplace, observation of and participation in a dedicated, collaborative, and supportive working environment for all peers is required.		
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	
50%	Conduct eDiscovery documentation, triage, preservation, and data reporting production at Headquarters and in the Field using industry leading eDiscovery and digital forensics techniques. Ongoing eDiscovery	



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	training and certification is required for this position. Appropriate maintenance of forensics certifications is required. Formalized detailed forensic journaling of all casework and communications regarding casework is mandatory for all elements and actions executed, without exception or defect.	
25%	IRP/SSP support: This position supports Incident Response through significant writing, contributing to planning sessions for, and assisting in creating/revising cross-discipline Incident Response Plans (IRPs) and System Security Plans (SSPs) for all Districts and Headquarters. This position will assist in the execution of IRPs during Natural & Cyber Disasters as governed by the Department's Technology Recovery Plan (TRP) and Incident Response Management Plan.	
10%	Compliance Program: Performs as part of a team in all live incidents, exercises, and trainings offered by the ISPO: Participate in tabletop and practical exercises of the TRP, IRPs and other requirements pertaining to the incident response program, providing expertise and accuracy to the Lead, TRC, and CISO	
10%	Training Program Coordination: This position will be responsible for managing classes in the learning management system and shall conduct annual reporting on compliance for all mandated Information Security Awareness and Information Privacy Protection training classes.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Frequent travel may be required. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Office centric with frequent statewide travel as necessary.		
TELEWORK DESIGNATION:		
This position is designated as telework eligible- office centered.		
SPECIAL REQUIREMENTS:		
Travel is required. The position requires a Background Investigation to be cleared prior to being hired.		
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
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