



USC University of
Southern California

Senior Analyst, E-Discovery Job Description

JOB INFORMATION

<i>Job Code:</i>	166007
<i>Job Title:</i>	Senior Analyst, E-Discovery
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.; May supervise student, temporary and/or resource workers.
<i>Job Family:</i>	IT Security
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Runs standard and complex document productions, working in a hands-on capacity to search, preserve and collect electronically stored data in varied university repositories. Serves as a technical resource for in-house and outside counsel as it pertains to e-discovery processes, procedures, and requirements, and the systems used to gather, identify, and maintain custodial data used in litigation and compliance matters.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Information Science	Or
	X	Bachelor's degree	Computer Science	Or
	X	Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		5 years	with electronic discovery in investigations and data management for litigation and compliance matters	
	X	7 years	in data processing and analytics	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven expertise delivering e-discovery productions adhered to legal and regulatory requirements.
X		Extensive expertise with e-discovery tools (e.g., Relativity, EnCase).
X		Experience with e-discovery project management, data management systems and process improvement efforts.
X		Experience working, communicating and taking direction from both in-house legal staff and outside counsel.
X		Proven analytical and problem-solving skills, with exceptional attention to detail.
X		Excellent written and oral communication skills, with a high level of discretion for dealing with sensitive, confidential information.
X		Experience with e-discovery collections (e.g., Microsoft Office 365, Google suite, Slack).
X		Excellent organizational skills and proven ability to manage multiple projects and priorities simultaneously.
X		Ability to teach/train others.
	X	Expertise with the Electronic Discovery Reference Model (EDRM) and regular expressions (regex) for use in building custom queries.
	X	Experience with scripting (e.g., SQL, PERL, Python).

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified E-Discovery Specialist, Relativity Certified Administrator, or other relevant certifications.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Runs standard and complex document productions. Supports e-discovery activities around data collection, extraction and preservation management, directly assisting the Office of General Counsel (OGC) as required for data capture requests. Works on activities of varied complexities, consulting with stakeholders and senior legal staff to develop data collection and dissemination requirements.				
Issues, tracks, releases and manages litigation holds for data retention as directed by OGC. Searches for and identifies, processes, collects, correlates and produces data utilizing e-discovery software tools. Authors and coordinates status reports and documentation supporting the e-discovery program.				
Designs standard operating procedures for e-discovery processes. Regularly updates workflows based on the changing technology landscape. Performs quality control checks on the work performed by junior staff and e-discovery partners.				
Works with OGC on proper data handling and preservation policies, procedures and operational requirements while aligning with regulatory and compliance needs. Liaises with relevant internal/external stakeholders (e.g., Office of the Chief Information Security Officer) as required. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				
Acts as custodian for all e-discovery data, ensuring it's preserved in accordance with all legal requirements. Maintains e-discovery tool data map locations to ensure all in-scope systems are covered, discoverable and accessible. Manages, maintains, audits and tracks access to all e-discovery tools (e.g., provisioning users, data retrieval).				
Stays current with any changes in legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of contacts and memberships in professional organizations. Attends meetings, seminars and conferences, and maintains required/desirable certifications, if applicable.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.