

Information Governance Senior Analyst

Department: Information Governance

Organizational Relationship: Reports to the Information Governance Operations Supervisor, Information Governance Operations Manager

FLSA Status: Exempt

Last Updated: September 11, 2023

General Summary:

The Information Governance Senior Analyst is responsible for coordinating all primary functions of the Information Governance Operations team, including file management (both physical and electronic), file intake, file releases, destruction requests, data access requests, case room management, and records retention. The Senior Analyst exercises judgment in ensuring that firm policies and procedures are followed and understands how ethical and legal obligations impact the storage, organization, and transfer of data in a global environment. The Senior Analyst advises attorneys, legal professionals, and staff about information governance best practices, data privacy and security issues, and other risk management issues. The Senior Analyst also provides training for personnel on a variety of information governance topics.

Essential Duties and Responsibilities

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Coordinates all major functions of the department with minimal supervision; develops plans, organizes files and work-flow, and assumes responsibility for the completion of major projects
2. Identifies opportunities to enhance the Information Governance program by utilizing a thorough understanding of information management, security, and privacy principles
3. Consults firm personnel on the appropriate locations where data should be stored; acts as a resource regarding various information governance questions for staff, lawyers, and other users and provides instruction and training as needed
4. Coordinates and performs all aspects for all information governance processes including file intakes, releases, destructions, and data access procedures for the office, ensures compliance with firm policies, and ensures completion of the relevant process

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5. Coordinates the execution of and ensures compliance with records retention procedures; ascertains which files are subject to retention; maintains meticulous records regarding file disposition
6. Organizes boxes, follows offsite storage procedures, prepares files both physically and within the records management system and other databases
7. Oversees space coordination and the organization and classification of large document collections in the central filing area, case rooms, file cabinets, offsite storage facilities, or wherever records may be found
8. Develops, maintains, and coordinates appropriate inventory systems to track persons responsible for the files, room usage, file status, location, and other factors related to effective space management and Information Governance Operations oversight
9. Communicates regularly with firm personnel, clients, and third parties to ascertain the status of client matters to ensure files are handled and maintained appropriately wherever they reside
10. Provides contributions to core department responsibilities through participation on virtual teams, which include the most complex technical and outreach functions that require high levels of specialization and expertise
11. Participates on and/or leads global project teams and working groups under the direction of the Global Information Governance team
12. Assists with special projects on various issues as needed
13. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree required
- A minimum of five years' relevant Information Governance or Records experience may be considered in lieu of a Bachelor's degree

Work Experience

- A minimum of five years' relevant Information Governance or Records experience desired, preferably in a law firm Information Governance or Records Department
- Experience in other law firm positions having significant document organizational responsibilities may be considered in lieu of directly related Information Governance or Records experience

Knowledge, Skills, and Abilities

- Extensive knowledge of information governance, data security and privacy principles, best practices, and procedures
- Excellent communication skills, both written and verbal
- Thorough knowledge of the physical and electronic resources of the department and firm; ability to articulate the role of effective space management in the overall administration of the office

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- Well-developed and professional interpersonal skills; ability to effectively interface with lawyers, management, support staff and outside contacts (including clients)
- Ability to work in a team environment with a customer-service focus
- Ability to handle confidential and sensitive information with appropriate discretion
- Ability to perceive and analyze problems and make sound decisions and recommendations
- Strong analytical skills needed for all primary duties of position
- Strong organizational skills needed to manage time well, prioritize effectively, and meet multiple deadlines
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Knowledge and proficiency in software applications, including iManage DeskSite, iManage Records Manager, LegalKEY, MS Office, Eclipse, Prosperoware, ServiceNow, and other programs used by the Information Governance Department
- Ability to consistently follow procedures and display an attention to detail in all work activities

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required
- Heavy lifting of archive boxes and other materials weighing up to 40 pounds is required; the height of the stacks is usually from five to seven feet and the individual should be able to reach the topmost shelf, with the help of a stool.
- Ability to operate a hand truck, and carry and organize file folders

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.