

Information Governance Analyst

Information Technology Services Department

Summary:

The Information Governance Analyst is part of a team of professionals responsible for implementing and managing Information Governance (IG) operations across the information lifecycle.

This role supports a wide range of stakeholders across practice groups, leadership, and administrative departments to both implement and continuously improve information governance capabilities and offerings that enable the firm's strategic objectives and uphold legal, regulatory, ethical, and client obligations.

Email [Resume Here](#) to Apply

Qualifications:

Education & Credentials

- College degree is strongly preferred, ideally in Information Systems or a related technical discipline.

Knowledge & Experience

- 2+ years of relevant experience, ideally in a large Law Firm setting, a comparable professional services organization, or a legal information services provider.
- Experience with common Information Governance technologies and solutions (e.g., document management systems, data migration, electronic / physical records management, data transfer, security and access management).
- Experience handling data, preferably large volumes and/or unstructured datasets.

Duties and Responsibilities:

- Supports, administers and monitors various processes associated with the firm's Information Governance program, mitigating risk to the firm.
- Supports IG leadership with the development and implementation of the firm's policies and processes for the management of client and firm administrative records.
- Develops processes related to the life cycle of client and firm records, including preservation of electronic records.
- Supports IG leadership with the documentation of business and system requirements for information governance technologies and tooling.
- Participates in matter mobility and maintenance operations to safeguard the integrity of data between record sources and databases.
- Fields operational requests for client records onboarding and offboarding.
- Transfers electronic records to and from the Firm's Document Management System and other related Firm Approved repositories.
- Secures the firm's sensitive and protected data to enforce compliance to with ethical, client, compliance and regulatory requirements.
- Ensures inbound electronic data and metadata are imported accurately, classified and assigned to the corresponding client/matter workspaces.
- Responds to and resolves Information Governance tickets.
- Liaises with attorneys and administrative departments to administer legal holds as directed.
- Supports IG leadership with root-cause analysis and reporting.

Qualifications (Continued):

- Experience developing and documenting process and workflows.
- Experience with enterprise technology solutions used for the management of both physical and electronic information.
- Familiarity with the information lifecycle.
- Familiarity with industry best practices for electronic and physical data retention, organization, and discovery.
- Familiarity of privacy regulations as it pertains to information governance (e.g., GDPR).

Skills & Expectations

- Ability to work in a demanding environment where priorities change frequently.
- Highly motivated, analytical, organized, and efficient.
- Strong Microsoft Office Suite skills (Excel, Outlook, PowerPoint, and Word).
- Strong technical skills relevant to IG operations including data mapping, metadata management (classification, coding and security), data protection, privacy and confidentiality, and data loss prevention.
- Excellent independent, decision-making capabilities and a solution-oriented attitude.
- Excellent verbal and written communication skills.
- Strong communications and interpersonal skills.

Duties and Responsibilities (Continued):

- Supports the development of IG training materials.
- Ensures timely completion of necessary administrative duties, procedures, and preparation of management reports as required.
- Performs other duties as assigned.

Status: Non-Exempt

Reports To: Information Governance Manager

Workplace Type: Hybrid

Salary range is \$82,000 - \$116,000.

Qualifications (Continued):

Work Conditions

- Based in any U.S. office location.
- Core hours of 9:00 am – 5:30pm, Monday – Friday; hybrid in-office, which will be a combination of onsite, and remote work with occasional on-call availability

Position requires access to equipment, software, or technology that is subject to U.S. export controls. To be granted access pursuant to US Export Control laws, candidate must be either (a) a United States citizen or national; (b) a person lawfully admitted for permanent residence of the United States (i.e., “Green Card” holder); or (c) an INS-approved refugee or asylum holder who has applied for naturalization within six months of the date the individual first became eligible; and if not yet naturalized, is still actively pursuing naturalization if 2 years have passed since the date of application to be granted access pursuant to US Export Control laws. Candidates will be required to submit appropriate documentation to determine whether access can be granted before proceeding further through the application process.

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.