Senior Information Governance Analyst

IT: Information Governance Department

Summary:

The Senior 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 is well suited for a senior litigation paralegal or legal operations professional who has managed complex matter data, discovery workflows, client file organization, legal holds, and deadline-driven projects, and is interested in applying those skills to a broader firmwide information governance function.

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. The Senior Analyst serves as a team leader in coordination with and at the direction of the Information Governance Manager.

Apply

Requirements:

Education & Credentials:

- Four-year college degree is preferred, or equivalent combination of education and work experience.

Knowledge & Experience:

- Minimum 4 years of relevant experience in Information Governance, eDiscovery, as a Senior Paralegal, or Senior Legal Operations Professional, in a mid-large law firm setting.

Duties and Responsibilities:

- Supports and enhances IG operations, workflows, and departmental initiatives.
- Administers and monitors IG processes to reduce risk and ensure compliance with legal, regulatory, ethical, and client requirements.
- Contributes to the strategic development, implementation, and enforcement of IG policies and procedures for both client and administrative records.
- Designs and enhances lifecycle processes for electronic client and firm records, including the preservation and defensible disposition of files.
- Audits tracking systems and internal workflows to ensure complete and compliant transfers.
- Transfers electronic records to and from the firm's Document Management System and approved repositories.
- Ensures that firm sensitive and protected data is appropriately secured, meeting client, ethical, compliance, and regulatory requirements.
- Confirms accurate import, classification, and metadata assignment of inbound electronic data into client/matter workspaces.
- Serves as a senior escalation point for IG tickets and operational issues.
- Liaises with attorneys and administrative departments to administer legal holds as directed, including adding custodians, and maintaining accurate hold documentation.
- Creates and runs discovery-related searches in Microsoft Purview eDiscovery to support discovery responses, custodian reviews, preservation obligations, and defensible information retrieval.

Requirements (continued):

- Administrative experience with document management systems (e.g., iManage, NetDocs) and operating import and export tools.
- Litigation paralegal experience involving discovery responses, document review coordination, custodian tracking, production support, or matter closeout is highly transferable to this role.
- Experience with handling large volumes of electronic data and/or unstructured datasets.
- Understanding of data privacy, client confidentiality, and legal compliance requirements.
- Familiarity with industry best practices for data retention, organization, and discovery.
- Experience with Microsoft Purview eDiscovery, legal hold administration, Mimecast, Fresh Service, SharePoint, and/or workflow automation tools (e.g., Power Automate, Power BI, etc.) preferred.

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, SharePoint, and Word).
- Strong technical and practical skills relevant to IG operations, including the ability to translate litigation, discovery, and matter-management experience into defensible and consistent information governance workflows.

Duties and Responsibilities (continued):

- Provides root cause analyses and reporting for IG leadership.
- Assists the IG Manager with workflow management and team training.
- Develops and enhances IG training materials and contributes to firm wide awareness initiatives.
- Reviews and implements Outside Counsel Guidelines.
- Leads analysts in special projects.
- Performs other duties as assigned.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt
Reports To: Information Governance Manager
Workplace Type: Hybrid

Salary range of $105,000 - $137,000 dependent on candidate experience.

We welcome applications from candidates who are authorized to work in the United States for any employer. Please note that the firm is not able to provide or assume employment visa sponsorship for this position.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

https://www.cov.com/en/careers/staff/benefits

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Requirements (continued):

- Excellent planning, organizational and project management skills.
- Strong analytical and problem-solving abilities.
- Exceptional attention to detail and accuracy.
- Effective oral, written, and interpersonal communication skills with internal and external stakeholders.
- Ability to work independently and collaboratively with cross-functional teams.
- Ability to be flexible and adaptable to support new firm strategies and changing priorities.
- 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.

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Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance.