eDiscovery Technical Manager

Job ID: 201908-123295

Job Function
Quality Systems

Location
South San Francisco
California
United States of America

Company/Division
Pharmaceuticals

Schedule
Full time

Job type
Regular

Job Level
Individual contributor

The Position

The eDiscovery Technical Manager will provide technical expertise to the in-house Legal and IT team, outside counsel, and eDiscovery vendors on the development, implementation, and support of efficient, cost-effective eDiscovery processes. Work will include developing strategies for information retrieval, testing and troubleshooting functionality of eDiscovery tools, and providing expert guidance on the use of eDiscovery technology.

Key Responsibilities

- Provide expert advice on the development and continuous evolution of the Genentech/Roche eDiscovery program and initiatives, and document and manage implementation of improvements
- Be responsible for the entire project management life cycle of assigned initiatives
- Consult with case team on design and application of proportional and defensible eDiscovery strategy including data minimization and applying technology to optimize review efficiencies
- Provide strategic guidance and hands-on support for power users in the selection, use, and validation of litigation technologies (Relativity, Brainspace, etc.) in early case assessment, machine learning and other analytics, as well as search term optimization
- Identify opportunities for improved use of technology or workflows to increase efficiency and promote defensible, repeatable processes across matters
- Identify and escalate issues and risks as appropriate
- Assist with the management of external service providers and oversee and contribute to required problem-solving, troubleshooting, or testing
- Serve as business application owner for in-house eDiscovery platform by coordinating with power users and stakeholders to solicit requirements, identify gaps in functionality, and determine the need for global upgrades that IT will manage
Monitor metrics related to eDiscovery vendor work across the eDiscovery program, including document review, to drive program-wide quality and cost-effectiveness

**REQUIREMENTS:**

**Education and Experience**

- Bachelor’s degree in computer science, information science or a related field or deeply technical hands-on experience
- 5+ years of working experience in eDiscovery in a corporate, vendor, or law firm environment
- Experience in the life sciences industry preferred

**Required Skills**

- Subject-matter expertise in eDiscovery processes and in managing eDiscovery projects, from start to finish across the stages of the Electronic Discovery Reference Model (EDRM).
- Project management and organizational skills to meet deadlines and quickly establish clear priorities
- Interest in and ability to identify gaps, propose solutions, and take ownership of projects while balancing time, quality, cost and risk
- Hands on technical knowledge and experience with the architecture, design, and operation of computer systems
- Expertise with Relativity including database setup, complex search construction and results validation, design of optimized review workflows including document batching, and document production
- Expertise with data processing engines and understanding of industry standard data processing specifications
- Proficiency with machine learning fundamentals such as feature extraction, learning algorithms, training and evaluation, as well as a thorough understanding of corresponding statistical metrics
- Significant experience with iterating on and optimizing search terms
- Ability to proactively manage case team expectations, recognize needs, and adapt plans accordingly
- Ability to communicate technical matters to non-technical decision makers in a clear and concise manner within all levels of an organization
- Proven self-starter with well-established experience of working in a team environment, building relationships, and escalating risk appropriately

**Certificates, Licenses, Registrations**

- Relativity Certified Administrator (RCA) certificate required and Relativity Expert or Master status preferred
- Brainspace Analyst Certification preferred
- Nuix eDiscovery Specialist Training preferred
- Project Management Professional (PMP) certification or equivalent preferred

**Who We Are**

A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 40 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. Genentech has multiple therapies on the market for cancer & other serious illnesses. Please take this opportunity to learn about Genentech where we believe that our employees are our most important asset & are
dedicated to remaining a great place to work.

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