

Time For Change, LLC.

Technical Litigation Analyst Job Description

EMPLOYER INFORMATION

Name: Time For Change, LLC. Engineering Consulting

Location: Houston, Texas

Phone: 832-850-4104

Email: Admin@TimeForChangeEngineer.com

Website: www.TimeForChangeEngineer.com

LinkedIn: <https://www.linkedin.com/company/time-for-change-egr/>

EMPLOYMENT ELIGIBILITY

Job Title: Technical Litigation Analyst

Manager: Cassandra K. Moody, M.S., P.E., President + Principal Engineer

Job Location: Hybrid: Houston, Texas, and Remote

Start Date: Immediate hire

Job Type: ☒ Full-time ☐ Part-time ☐ Independent Contractor ☐ Intern

Number of Hours: 10-40 hours per week, varies

Format: ☐ In-person ☐ Virtual ☒ Hybrid

Compensation: \$20 – 65+ per hour, Varies based on experience

Job Description

As the Engineering & Regulatory Litigation Analyst, you will serve as the frontline of our expert witness and legal consulting services. Time For Change, LLC provides premium operational engineering expert witness services for legal cases. In this role, you will process vast amounts of raw case data, attorney productions, and regulatory history into highly organized, actionable insights that support executive engineering analysis.

This position requires a unique blend of analytical rigor, meticulous organizational habits, technical writing, clear communication, and the ability to navigate complex industry regulations. You will be trusted to act as a frontline representative for new project inquiries and maintain the integrity of our case history.

We are seeking a proactive professional with high personal integrity who wants to make a long-term commitment to the growth and operational stability of Time For Change. You will directly contribute to safeguarding our reputation for excellence in the legal and energy sectors.

Responsibilities and Duties

Case Documentation & Indexing

- Document Control: Master and follow existing Standard Operating Procedures (SOPs) to establish comprehensive, structured document indexes for active legal cases.
- Evidence Management: Receive, catalog, and index high-volume discovery materials and documents arriving from various external attorney sources.
- Case Logging: Maintain, update, and manage a master historical log of all legal cases supported by the firm to ensure flawless record-keeping.

Regulatory Research & Report Support

- Regulatory Compliance Research: Conduct systematic research into historical and current industry regulations, standards, and relevant agency publications.

- Drafting & Populating: Utilize technical insights and prior case history to populate specialized report templates, providing foundational drafts for the Principal Engineer.

Client Inquiries & Correspondence

- Frontline Response: Actively monitor and respond to new expert witness project inquiries within a strict one-business-day window, utilizing established templates and prior firm experience.
- Attorney Liaison: Handle light, highly professional correspondence with retaining attorneys regarding scheduling, deadlines, and project deliverables.
- Other job duties may be added upon request.

Qualifications and Requirements

- Attention to Detail: Meticulous, detail-oriented mindset where accuracy in document naming, indexing, and proofreading is second nature.
- Proactive Initiative: A self-motivated worker who takes initiative, anticipates project timelines, and solves problems.
- Core Values: Uncompromising personal integrity and a commitment to professional ethics, discretion, and confidentiality.
- Communication & Correspondence: Excellent written and verbal communication skills; ability to maintain a highly professional, polished tone with legal clients and corporate attorneys.
- Commitment to Stability: A strong desire for a long-term career in a specialized consulting environment, with a commitment to enhancing the firm's operational stability and growth.
- Technical Aptitude: Proficient in the Microsoft Office suite (Word, Excel, PowerPoint), with an aptitude for navigating digital document management systems, indexing tools, and databases including, but not limited to Monday Project Management, HubSpot CRM, Canva, Outlook, and Cloud Storage.

- Preferred Experience: Three (3) years prior experience as a paralegal, legal assistant, document control specialist, engineering tech, or regulatory analyst—particularly within energy, oil and gas, or civil litigation—is a major plus.
- Work Eligibility: Must be eligible to work in the United States without sponsorship.

Safety

PHYSICAL DEMANDS While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to touch, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This job involves extensive computer use. Additionally, this position must make general decisions requiring judgment and perform activities requiring sustained concentration.

WORK ENVIRONMENT The noise level in the work environment is sometimes moderate in an office; however, some work may be required in operating units, which mandate the use of Personal Protective Equipment (“PPE”), including safety glasses, hearing protection, etc. May also result in exposure to outside elements and may require use of stairs and elevators. Travel, including air travel or auto travel, may occasionally be required. Site inspections and site visits related to oil and gas case work may be required.

Typical Work Environment

You’ll be supporting the President and Principal Engineer, whose typical workweeks look as follows. Core business hours are 9 am to 3 pm, Monday through Friday. Many project deadlines will require work outside of core business hours.

Benefits

- Flexible and remote work environment
- Semi-frequent team meet-ups in the Houston, Texas area
- Structured program for career development
- Professional and technical development opportunities within the oil and gas industry
- Practical, experience-based projects with clients and technology