



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	Month, Day, Year
UNIT		POSITION NUMBER	300-XXX-1405-XXX
CLASSIFICATION	Information Technology Manager I (Network Security Operations)		

SCOPE

Under general direction of the Department of Finance Enterprise Architect (Information Technology Manager II), the Information Technology Manager I (Network Security Operations) will manage the Department of Finance's Enterprise network and security infrastructure and projects. The incumbent to this position will manage and oversee a team of Information Technology Specialists (e.g., Information Technology Specialist II, Information Technology Specialist I, and Associate Information Technology Specialist) on various cloud and on-premise security technologies for the Department of Finance's Microsoft O365 Software-as-a-Service (SaaS) Microsoft Azure Platform-as-a-Service (PaaS), Microsoft Azure Infrastructure-as-a-Service (IaaS), environments and Finance's on-premise network infrastructure.

Under general direction of the Department of Finance Enterprise Architect (Information Technology

50%	<p>Information Security and Network Engineering (Management):</p> <ul style="list-style-type: none"> • Direct and manage the development, testing, and implementation of enterprise architecture IT systems security plans and procedures. • Plan, develop, and document testing and assessment policies, requirements, methodologies, and frequencies. • Oversee the development of asset management security controls throughout the lifecycle for all information assets. • Review and disseminate security related intelligence. • Participate in the development and maintenance of the Information Technology Recovery Plan, including preliminary planning, business impact analysis, alternate site selection, recovery strategies, training and tabletop exercises to work within the overall Business Continuity Plan.
25%	<p>Information Technology Project Management:</p> <ul style="list-style-type: none"> • Manage IT project milestones and deliverables to ensure project deliverables are on time, within budget, and at the required level of quality. • Manage and oversee all aspects of projects, including people, resources and schedule • Meet regularly with project teams (state departments and vendors), project sponsors, project steering committees, IT governance committees, Directors, control agencies, and other external stakeholders to review project progress. • Monitor the progress of projects and adjust as necessary to ensure successful completion. • Identify the resources (time, money, equipment, staffing, etc.) required to complete projects. • Conduct presentations or briefings on aspects of the project(s) to the executive team.

15%	<p>Information Security and Network Engineering (Technical)</p> <ul style="list-style-type: none"> • Cisco Systems LAN\WAN Switching Administration • Fortinet Wireless Administration • Fortinet Fortigate Firewall Security Administration • Fortinet FortiEDR Endpoint Remediation Security Administration • Netskope Cloud Access Security Broker (CASB) Administration • CyberArk Endpoint Management Security Administration
10%	<p>Marginal Functions</p> <p>Provide after-hours technical support during peak workload periods and other related duties as required.</p>

SPECIAL REQUIREMENTS

- Willingness and ability to accept increasing responsibility.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess all knowledge and abilities of the Information Technology Specialist II and Information Technology Supervisor II classifications and the following knowledge:

- A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment.
- The department's Equal Employment Opportunity objectives.
- A manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
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I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME	
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SUPERVISOR SIGNATURE		DATE	
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PROGRAM BUDGET MANAGER (PBM) NAME	
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PBM SIGNATURE		DATE	
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