



DEPARTMENT OF MOTOR VEHICLES POSITION DUTY STATEMENT

718-1414-002

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Infrastructure Branch	
3. REPORTING UNIT NAME Network Group		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Specialist II		6. WORKING TITLE Information Technology Specialist II	
7. POSITION NUMBER 718-1414-002		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT R01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE Full-time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? Yes No

This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. CPC ANALYST APPROVAL **J. Wilkinson** 15. DATE APPROVED **03.23.2021**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general supervision of the Information Technology Manager I of the Network Group, the Information Technology Specialist II under the Information Security Engineering and System Engineering domain duties related to information security, including but not limited to security operations and security compliance. Work on technical projects with regards to infrastructure, system architecture and IT solutions.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 45% **Subject Expert Matter (E)**
Serves as technical lead security architect for the Department's Network and Security infrastructure, evaluating business needs, security impacts, and overall effect of change to the network security. Consults with business units, service areas, vendors, and infrastructure services groups to define strategies for technical solution, determine requirements, develop cross-functional network infrastructure network designs based on the analysis, business needs, objectives, and existing system infrastructure. Leads and manages activities related to the design, development, and maintenance of network (physical, virtual, and cloud) environments. Architects and implements standards and controls that ensure the security, reliability, and availability of system components. Designs, implements, and maintains system architecture across multiple platforms to best align technology solutions with business strategies. Performs configuration management and release management for system components. Coordinates infrastructure system design, modification, upgrade, and implementation projects.
- 30% **Architect and Report (E)**
Leads and works with cross-functional teams to architect, design and deploy network architecture solutions, including but not limited to network LAN, Routers, switches, wireless LAN, firewalls, web filtering, vulnerability management, system information and event management, to support DMV customers. Performs risk assessments to identify, manage, and mitigate infrastructure architecture risks with potential to impact business' objectives, and ensure customers receive fair outcomes. Oversees vendors and partners to ensure that delivery of products and services are provided in accordance of the DMV project management office's process and procedures. Manages infrastructure



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configuration and change management standards or requirements. Develops and maintains IT Contingency Planning program including preliminary planning, business impact analysis, recovery strategies, training and exercising to work within the overall business continuity plan.

- 20% **System and Network Support (E)**
Audits systems performance and serves as the escalation point for troubleshooting system components. Provides 3rd tier support of network issues utilizing standard procedures until resolved. Serves as technical lead for installation, configuration, implementation, and ongoing administration of the department's internal and external security systems. Leads in conducting disaster and recovery analysis, planning, implementation, and administration of systems. Creates and implements backup and recovery strategies. Develops network security and system guidelines. Documents processes for firewalls, and other security related processes.
- 5% **Miscellaneous (M)**
Perform other job related duties as required.



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18. SUPERVISION RECEIVED

The Information Technology Specialist II reports directly to, and receives the majority of assignments and direction from the Information Technology Manager I

19. SUPERVISION EXERCISED AND STAFF NUMBERS

None

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in an office setting, in cubicles with raised and lowered walls. May be sitting and using a computer for long periods. This is a 24x7x365 operation. May be required to work extended hours, based on business needs and operational support.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Comply with security policies and procedures established by the data owners and the Information Security Officer. Implement the technical means to preserve the integrity and security of the department's information assets and manage the risks associated with those assets. Advise the data owners and the Information Security Officer of control vulnerabilities and recommendations for alternatives that enhance data security and integrity for existing and developing systems.

22. PERSONAL CONTACTS

Will interact with staff from the DMV, other state or government agencies, external entities and contractors by phone, Email, written correspondence, presentation or in-person, as needed. Interactions may be general, informative, technical, confidential, sensitive or private.