

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASS TITLE: Information Technology Specialist III	HEADQUARTER: Mather Campus
PROGRAM/UNIT: Office of Policy & Admin / Information Technology / Security, Data & Geospatial / Data & Geospatial unit	POSITION NUMBER: 167-1415-xxx CN XXXXX (22/23 BCP)	CBID: M01
TENURE: Permanent	TIMEBASE: Full-Time	WORK WEEK GROUP: E
EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> NA
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>1. SUPERVISION RECEIVED: The Information Security Architect, Information Technology Specialist III (ITS III), is under administrative direction of the Security, Data & Geospatial Manager, Information Technology Branch Chief, Information Technology Manager II (ITM II).</p>		
<p>2. SUPERVISION EXERCISED: None</p>		
<p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES) Physical tasks include sitting for extended periods at a computer workstation with artificial light and temperature control in an office setting. The incumbent will work a minimum of 40 hours per week, with the possibility of overtime in the event of an emergency. The ability to use a personal computer and telephone is essential as most of the work is performed in utilizing these tools. Travel in automobile, commercial aircraft, and public transportation.</p>		
<p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Incumbent works with various entities and key stakeholders throughout the State, which are comprised of federal, State, and local agencies, the general public, and special interest groups. This position is also responsible for establishing and maintaining working relationships with the California Governor's Office of Emergency Services (Cal OES) Executive staff as well as all branches within the department.</p>		
<p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the position's duties could result in wasted time, inconvenience to stakeholders, waste of money, and health and safety concerns. Additionally, it could result in the inability to respond timely to and recover from emergencies. The effects could threaten life and property within the State of California.</p>		
<p>6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:</p> <p>May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational-related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational</p>		

CONTINUED EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training and exercises.

Staff must work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, and extended and rotating shifts (day/night). Statewide travel may also be required for extended periods and on short notice. While fulfilling an operational assignment, it is essential to understand that you are filling a specific “position” and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On-Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby, or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under is under administrative direction of the IT Manager II, the Information Security Architect (Information Technology Specialist III) will evaluate technology architectures and systems to determine the adequacy of security design, compliance, and continuity needed to protect the department's operating environment. This is a leadership position responsible for understanding the business/technical requirements of complex projects and offering guidance and direction on solution outcomes. The incumbent must have a strong working knowledge of statewide information security policies, standards, and strategic direction of cybersecurity initiatives for the California state government. In addition, the position requires technical knowledge of enterprise IT architectural design, application firewall concepts and functions, access control frameworks, and risk management methodologies.

The ITS III shall have cross-competencies and experience collaborating with enterprise architects, solution engineers, and business analysts. The Information Security Architect must be able to offer guidance and direct strategies to mitigate vulnerabilities of the enterprise by working collaboratively with IT management and advising the Chief Information Security Officer (CISO). The position requires exercising a high degree of initiative and independence, demonstrating tact and good judgment. This includes adapting to changing priorities and working effectively in a high-paced, demanding environment.

This position will require a background check via Cal DOJ Live Scan and DHS/FEMA security clearance to fulfill the responsibilities of the job.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p>(E) Security Architectural Design, Planning, and Continuous Improvements</p> <ul style="list-style-type: none"> • Evaluate technology architectures, systems, applications, and solutions to determine the adequacy of security design, compliance, and continuity needed to protect the department's operating environment. • Define and document how the implementation of a new system or new interfaces between systems impacts the security posture of the current environment. • Perform security reviews, identify gaps in security architecture, and develop a security risk management plan. • Ensure that acquired or developed systems, applications, and architecture are consistent with the organization's cybersecurity architecture guidelines and policies • Serve as a security subject matter expert on Project Approval Lifecycle (PAL) projects, including evaluating vendor solutions and ensuring alignment with departmental security policies and standards. • Develop, maintain, and document a risk assessment methodology framework consistent with the organization's mission. • Lead mitigation and remediation initiatives related to findings from Independent Security Assessments (ISA) and Plan of Action & Milestones register. • Serve as the backup to the Chief Information Security Officer
35%	<p>(E) Information Security Program Analysis, Evaluation, and Compliance</p> <ul style="list-style-type: none"> • Maintain, improve and adjust to future changes to the Cal OES Information Security program standards, guidelines, practices, and procedures to align and comply with statewide requirements and goals as outlined in the State Administrative Manual (SAM), the Statewide Information Management Manual (SIMM), IT Technology Letters, and other published and required materials as appropriate. • Direct the execution of regular reports on complex risk assessments, including the monthly evaluation and tracking of threats and vulnerabilities. • Evaluate, recommend, and document existing and/or needed IT security policies or policy improvements based on analysis of existing requirements and trends in information security incidents or security industry developments. • Manage System Security Plans (SIMM 5305) Classification and Categorization program for all Cal OES systems. • Perform information security gap analyses to identify as-is and to-be designs and/or processes as required. • Research, document, and file state-mandated compliance reports to the California Department of Technology according to pre-defined reporting schedules.
25%	<p>(E) Continuity Planning and Execution</p> <ul style="list-style-type: none"> • Participate in the contingency/continuity planning for Cal OES, by representing the IT Division in developing the Emergency Operations Plan and Business Continuity Plan. • Collaborate with business units and validate information security contingency plans on an annual basis. • Lead incident response teams during security incidents, using approved procedures and tools, ensuring proper documentation of activities, and advising executive leadership.

Percent of Time	MARGINAL FUNCTIONS
5%	<p>(M) Miscellaneous Duties</p> <ul style="list-style-type: none"> • Other duties related include work in Regional Emergency Operations Centers (REOCs), State Operations Center (SOC), or Field Offices during emergency and disaster response and recovery operations. Participants in drills, training, exercises, and disaster response and recovery operations, and other duties as required. • Maintain knowledge of information security trends, best practices and research emerging technology to define and support the department's vision, principles, strategies, and goals.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

Must have knowledge of State and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If you have any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title