

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Specialist II	Working Title Agency Information Security Specialist
Employee Name Vacant	Position Number 791-500-1414-xxx
Project/Division Name Office of the Agency Information Officer (OAIO)	Supervisor's Name Lloyd Indig
Unit OAIO	Supervisor's Classification Information Technology Manager II
Physical Work Location 2495 Natomas Park Drive, Suite 540	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
Effective Date 7/1/2022	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations </div> <div style="width: 45%;"> <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Other (<i>specify below in Description</i>) </div> </div> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>N/A</p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Business Technology Management <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering </div> <div style="width: 45%;"> <input type="checkbox"/> Information Technology Project Manager <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering </div> </div> <p>Summary Statement (Briefly describe the position's organizational setting and major functions): Under the administrative direction of the California Health and Human Services Agency (CalHHS) Information Security Officer (AISO) and leadership team, the Information Technology Specialist II serves as the Agency information security technology specialist and assists the Agency Information Security Officer as a backup. The incumbent assists the AISO with the planning and development of the Agency's Information Security Strategy and corresponding tactical activities aimed at increasing the security maturity level of Agency systems and data assets, working closely with all CalHHS departments and the California Department of Technology Office of Information Security (CDT/OIS) to understand needs and priorities. The incumbent assists the AISO with supporting department information security efforts and assesses compliance with key Agency information security initiatives through oversight and support, working closely with department Information Security Officers (ISOs). The incumbent acts as a consultant to the CalHHS departments on the implementation of laws, policies, standards, and trends regarding current information assets and data security, California Department of Technology's Office of Information Security (CDT/OIS), and CalHHS policies, standards, and best practices. The incumbent assists the AISO as the Agency's liaison to the CDT/OIS security function, representing the needs of Agency and communicating CDT/OIS guidelines and requirements to the ISOs.</p>	

Percentage of Duties	Essential Functions
35%	<p>Agency Security Strategy Implementation and Support Assist in crafting, updating, maintaining, and executing the CalHHS security strategy to improve the safety and security of CalHHS information technology assets and data. Coordinate with CalHHS departments to determine and prioritize security initiatives to assist departments in meeting CalHHS, State, and Federal security mandates. Assist in providing advice and consulting services to department ISOs and CIOs to assist in implementing State, Federal, and CalHHS security initiatives. Participate in the planning design and implementation of CalHHS enterprise architecture in the context of security considerations; including the identification of appropriate security tools that align with overall agency needs.</p>
30%	<p>Support Department Security Efforts Assist in maintaining an Agency information security community of interest that includes participation of all ISOs, aimed at coordinating security related activities through the collaborative development of activities and outcomes associated with integrating security initiatives, developing and implementing security policies, procedures and guidelines, and identifying/implementing technology tools in a manner consistent with said guidelines. Promote and enhance information security and risk management plans through education, training, and consultation.</p>
15%	<p>Represent CalHHS in security related matters Assist AISO in understanding and communicating the Agency's and Departments' information security needs and priorities to the CDT/OIS, California Governor's Office of Emergency Services (Cal OES), California Cybersecurity Integration Center (Cal-CSIC), and the CDT'S Security Operations Center (SOC). Participate in State-level information security activities including meetings, workgroups, and committees. Participate in Budget Change Proposal (BCP) reviews and on the Agency Investment Review Committee (IRC) to ensure that project planning incorporates appropriate security measures to protect systems and data. Participate on the CalHHS Governance's Risk Subcommittee.</p>
15%	<p>Monitor CalHHS Security Compliance and Support Incident Response Activities Monitor implementation of CalHHS Security policies and related requirements. Review Department audit reports and associated Plan of Action and Milestones (POAM) summary documentation to understand opportunities to further support departments. Provide consultation to departments related to improved and achieving required compliance. Assist with the establishment and maintenance of information security incident standards and guidelines. As needed, represent CalHHS during security incidents. Collaborate and coordinate with the AISO and with department's ISO regarding interactions with the CDT/OIS, SOC, Cal-CSIC, and other appropriate entities during and following security incidents.</p>
Percentage of Duties	Marginal Functions
5%	Other duties as required.
4. WORK ENVIRONMENT <i>(Choose all that apply from the drop-down menus)</i>	
Standing: Occasional (13-25%)	Sitting: Constant (76-100%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other:	
Type of Environment: a. Cubicle b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	
5. SUPERVISION	
Supervision Exercised <i>(e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)</i>	
NONE	

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)
Daniel Pere

Supervisor's Signature

Date

7. HRD USE ONLY

Human Resources Division Approval

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE