

	effectiveness for detection and prevention. Conduct security impact analysis and report system security statuses where critical issues exist in vulnerability management or information security detection and prevention systems. Design information security architecture and solutions which support security requirements across the LWDA's departments, boards, and panel (LWDA's entities), as well as internally. Develop cost-benefit or return on security investment analyses and design infrastructure configuration and change management standards or requirements in conjunction with the LWDA entities' needs.
20%	<u>Technology Recovery</u> Analyze technology recovery plans across Agency departments, boards, and panel in conjunction with the LWDA Risk Officer to create backup and recovery strategies that ensure mission-critical systems have a recovery time objective that meets the business needs. Collaborate on technology recovery plan testing as needed to ensure the appropriate plan is in place for testing.
20%	<u>Operational Management</u> Perform configuration management for information security components as needed across the Agency for information security detection and prevention system, vulnerability management systems, and information security control systems in general.
10%	<u>Risk Assessments</u> Perform risk assessments in conjunction with the LWDA Risk Officer and recommend the information technology solutions, policies, and procedures required to mitigate risk for LWDA's entities. Conduct analysis to identify cost-effective solutions to address organizational and information system assessment findings.
10%	<u>Information Security Training</u> Stay current with information security standards and best practices as needed to provide expertise to management and technologists in multiple information security domains.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	
Type of Environment: <input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:	
Interaction with Customers: <input checked="" type="checkbox"/> Required to work in the lobby <input checked="" type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:	
5. SUPERVISION EXERCISED: (List total per each classification of staff)	

N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	HV	8/18/2022
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file