

	Current
$\boxtimes$	Proposed

## **POSITION STATEMENT**

1. POSITION	INFORMATION			
CIVIL SERVICE	CLASSIFICATION:	WORKING TITLE:		
Information Technology Specialist II		LWDA Cybersecurity Specialist		
NAME OF INCUMBENT:		POSITION NUMBER:		
Vacant		397-100-1414-003		
OFFICE/SECTI	ON/UNIT:	SUPERVISOR'S NAME:		
Information Security Office		Douglas Leone		
DIVISION:		SUPERVISOR'S CLASSIFICATION:		
N/A		Information Technology Manager II		
BRANCH:		REVISION DATE:		
N/A		8/18/2022		
Duties Based	l on: ⊠ FT □ PT– Fraction	□ INT □ Temporary – hours		
2. REQUIRE	MENTS OF POSITION			
Check all tha	t apply:			
□ Conflict of Interest Filing (Form 700) Required		☐ Call Center/Counter Environment		
☐ May be Re	quired to Work in Multiple Locations	☐ Requires Fingerprinting & Background Check		
☐ Requires DMV Pull Notice		☐ Bilingual Fluency (specify below in Description)		
☐ Travel May	be Required	☐ Other (specify below in Description)		
<b>Description</b> of	of Position Requirements:			
(e.g., qualified Ve	eteran, Class C driver's license, bilingual, freque	ent travel, graveyard/swing shift, etc.)		
3. DUTIES A	ND RESPONSIBILITIES OF POSI	TION		
Summary Sta (Briefly describe	atement: the position's organizational setting and major f	unctions)		
Under the general direction of the Labor and Workforce Development Agency (LWDA) Information Security Officer (ISO), the LWDA Cybersecurity Specialist's role is to provide expertise and leadership in multiple information security domains including but not limited to vulnerability, technology recovery, detection, and prevention technologies, and associated security controls in the National Institute of Standards and Technologies (NIST) Special Publication 800-53. The incumbent has a depth of leadership and expertise and will be required to have innovative problem-solving capabilities to address findings associated with audits or independent security assessment and apply information security architecture solutions to address the finding or observations. This person will also have a major role in advising management or formulating information technology strategy and policy within the organization and its entities.  Percentage of Duties				
35%	Information Security Architecture			
	Analyze audit and independent security assessment findings across all Labor and Workforce Development Agency (LWDA) entities and ensure security solutions are in place throughout all			
	Information technology systems and p	latforms. Monitor and assess security controls and their		

Information Technology Specialist II

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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% **Technology Recovery** 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% **Operational Management** 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% **Risk Assessments** 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% **Information Security Training** Stay current with information security standards and best practices as needed to provide expertise to management and technologists in multiple information security domains. Percentage **Marginal Functions** of Duties 5% Performs other duties as assigned. 4. WORK ENVIRONMENT (Choose all that apply) 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: Click here to enter text. Type of Environment: ☐ High Rise □ Cubicle □ Warehouse □ Outdoors ☐ Other: **Interaction with Customers:**  ⊠ Required to work in the lobby □ Required to work at a public counter □ Required to assist customers on the phone □ Required to assist customers in person ☐ Other: 5. SUPERVISION EXERCISED: (List total per each classification of staff)

## **Civil Service Classification**

Information Technology Specialist II

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397-100-1414-003

N/A					
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.					
Employee's Name:					
nployee'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:					
Supervisor's Signature: Date:					
7. HRSD USE ONLY					
Personnel Management Group (PMG) Approval					
☑ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved			
☐ Exceptional allocation, STD-625 on file.	HV	8/18/2022			
Reasonable Accommodation Unit use ONLY (completed after a If a Reasonable Accommodation is necessary, please complete a Reform and submit to Human Resource Services Division (HRSD), Reasonable Accommodations made:	quest for Reasonable Acc				

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