DUTY STATEMENT

Employee Name:

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Position Number:</th>
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<tbody>
<tr>
<td>Information Technology Specialist II  (Information Security Engineering)</td>
<td>580-150-1414-909</td>
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<table>
<thead>
<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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<tbody>
<tr>
<td>Information Security Engineer</td>
<td>1616 Capitol Avenue Sacramento, CA 95814</td>
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<thead>
<tr>
<th>Collective Bargaining Unit:</th>
<th>Tenure/Time Base:</th>
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<tbody>
<tr>
<td>R01</td>
<td>Permanent/ Full-time</td>
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<table>
<thead>
<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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<tr>
<td>Information Technology Services Division</td>
<td>Information Security Office</td>
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All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

At the California Department of Public Health (CDPH), equity, diversity, and inclusion are at the core of our mission to advance the health and well-being of California’s diverse people and communities. We are genuinely and strongly committed to cultivating and preserving a culture of inclusion and connectedness where we can grow and learn together with a diverse team of employees. In recruiting for team members, we welcome the unique contributions that you can bring to us and the work we do.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource’s Job Descriptions webpage.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. ITSD leverages data and technology to advance goals and inform action and accountability.

The incumbent works under the general direction of the Information Technology Manager II (ITM II), Chief Information Security Officer (CISO). The Information Technology Specialist II (ITS II) serves as a member of the California Department of Public Health’s (CDPH) Information Security Office (ISO) team. The ITS II provides technical expertise and administrative oversight for the security and privacy aspects
of the initiation, design, development, testing, operation, and defense of CDPH electronic and physical data and information technology (IT) environments from sources of disruption, ranging from natural disasters to malicious acts. The ITS II collaborates closely with the CDPH Legal Office, Privacy Office, and other ISO staff on incident reporting and investigations that include conducting forensic investigations and gathering electronic records for Public Records Act requests. The ITS II assists CDPH Programs with their unique system and data security needs and technical recovery documentation.

The ITS II performs duties in the Information Security Engineering domain.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### Essential Functions (including percentage of time)

#### 30% Security Consultation

Participates in project meetings and provides consultation to customers and project teams to ensure security best practices are followed and incorporated, statutory and regulatory requirements are met, and security controls are properly configured to secure information assets. Provides recommendations to CDPH Programs on security designs for the network, prevention and detection security tools, monitoring practices, and incident response procedures. Represents the ISO in meetings with Department management, analysts, and IT professionals within CDPH (including decentralized programs), California Technology Agency, CAOIS, and other State agencies and vendors. Advises the CISO on proposed additions or changes to, interpretations of, and/or requests for exemptions to the Information Privacy & Security Policy, procedures, and security requirements. Represents the ISO in other regularly scheduled meetings, such as Application Change Control, IT Project Initiation Reviews, IT Contract Review, IT Workgroup, and LAN Administrators meetings. Prepares and presents reports on the security, integrity, and availability of information systems to various levels of management. Conducts research, requirements gathering, analysis, and documentation of information security governance principles.

#### 30% Information Security Policy, Planning and Awareness Program

Initiates and leads in the planning, development, implementation, and modifications to departmental IT security and risk management policies/procedures and training programs to meet the requirements of the Public Health Administrative Manual (PHAM), State Administrative Manual (SAM), California Department of Technology, State and Federal statutory/regulatory requirements, and ensures alignment with departmental Continuity of Operations/Continuity of Government (COOP/COG) and Technical Recovery Planning (TRP) execution strategies.
Educates executive staff and division management regarding federal and state security requirements and industry best practices for the proper classification, use, and protection of CDPH’s information systems and data assets. Leads the design, development, and maintenance of the CDPH Information Security Office Intranet site and departmental information security training curriculum.

15% Risk and Audit Management
Assesses the risks of CDPH data exchange activities with external entities by understanding the nature of the data and the necessity for the exchange. Analyzes and processes requests for waivers or exemptions to the Information Privacy & Security Policies, procedures, or guidelines. Leads the CDPH response efforts and cross-organizational coordination for oversight agency and independent security assessments and audits.

10% Electronic Records Forensics
Responds to, coordinates, and conducts activities for customer inquiries and requests, including email and internet usage forensic investigations, and the gathering of electronic records that may be responsive to Public Records Act requests or personnel investigations.

5% Incident Response and Reporting
Collaborates with other ISO staff and the CDPH Privacy Office on all suspected and/or confirmed security or privacy incidents. Coordinates with Program and IT management and staff to ensure that the appropriate containment and reporting activities are performed, required notifications are provided to CDPH management, and Oversight Agency reporting documentation is accurately completed and submitted in the mandatory time frames.

5% Disaster Recovery Planning
Acts as the Technical Recovery Planning (TRP) Coordinator for CDPH. Leads other staff with development, testing, and implementation of the CDPH TRP to support the requirements of the Public Health Administrative Manual (PHAM), State Administrative Manual (SAM), California Department of Technology, State and Federal statutory/regulatory requirements, and ensure alignment with departmental Continuity of Operations/Continuity of Government (COOP/COG) planning. Responsible for development of TRP templates; tracks and ensures the Department’s statutory/regulatory compliance; and ensures timely submission of the CDPH TRP to Oversight Agencies.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)
<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Date</th>
<th>Employee’s Name:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td>Employee’s Signature</td>
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**HRD Use Only:**
Approved By: CW  
Date 4/6/22