



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 2/2022)

**Classification(s):** Information Technology Specialist II

**Position Number:** 535-210-1414-001

**Division/Office:** Administrative and Financial Management Services Division / Information Technology Services Branch

**Collective Bargaining Identifier (CBID):** R01

**Work Week Group (WWG):** E

**Effective Date:**

**Conflict of Interest (COI):**  Yes  No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

## Job Description

Under the general direction of the Chief Information Officer (CIO), the Information Technology Specialist II serves as the Information Security Officer (ISO) on all aspects of Information Technology security for the California Energy Commission (CEC), which will include information technology incidents, policies, products, services, and systems. The ISO operates as a high-level security specialist responsible for the Commission's information security framework, policies, and training to ensure the security and integrity of mission-critical systems and data. The incumbent demonstrates a high level of organizational skills utilizing methodologies, processes, and best practices based on the Federal Information Processing Standards (FIPS), National Institute of Standards and Technology (NIST), State Administrative Manual (SAM), the California Department of Technology (CDT), California Natural Resources Agency (CNRA) policies, and the CNRA Security Operation Center (SOC). The incumbent exhibits flexibility in responding to rapidly shifting priorities and unanticipated work activities. **This position will primarily function within the Information Security Engineering domain.**

## Essential Duties

40% **Information Security Program and Risk Management Activities**

Responsible for creating, developing, implementing, and maintaining all information security policies and standards. Monitor and report the implementation and compliance with State and Agency policies and coordinate annual and quarterly reporting, including preparing confidential reports. Conduct ongoing risk assessments to identify potential vulnerabilities that could threaten the security, confidentiality, and integrity of CEC information assets. Identify and estimate the cost of protective measures to eliminate or reduce vulnerabilities. Participate in formulating, developing, and documenting the baseline technical architecture and a sustainable target architecture aligned to the enterprise strategic management plan. Actively participate in IT projects to ensure design and deliverables align with policy to properly secure data and systems from cybersecurity threats.

#### **25% Leadership Activities**

The ISO will serve as the department's coordinator with the California Natural Resources Agency (CNRA) Information Security Office and the CNRA Security Operation Center (SOC). The ISO collaborates with program managers, executive staff, and program management on information security activities, organizational issues, governance, and strategic planning. Provides security advice to the CIO and executive management on specific information security-related activities and audit findings. Acts as project lead for complex analytical studies involving cross-functional teams. Research problems to provide practical solutions and make recommendations for process improvements.

#### **15% Information Security Incident Management Activities**

Lead information security incidents, detection, prevention, and reporting of security vulnerabilities and attacks. Track and lead all IT remediation efforts. Configure, maintain, and report security monitoring tools, results, and statistics. Act as the main point of contact for executive questions and issues, provide advice, administer training, and assist with resolutions related to information security matters.

#### **15% Cross Functional Activities**

Coordinate information systems assessments and audits with state and federal agencies, including the California Department of Technology, the California Military Department, and other government and private organizations. Invest in personal development through ongoing continuous research and education to maintain position-related knowledge in the information security technology field, emphasizing cross-training and knowledge transfer within the CEC and ITSB. Administer the annual information security awareness training program. Creates, formalizes, and maintains documentation and operational guides for security controls, including but not limited to multi-factor authentication, encryption, malware, web filtering, phishing campaign, security information, endpoint protection, and data loss prevention. Collaboratively work with and cross-train other IT sections and personnel as required.

#### **Marginal Duties**

5% Perform other duties as required, consistent with the specifications of the classification.

## **Knowledge, Skills, Ability**

Knowledge of: Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards.

Ability to: Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

## **Working Conditions**

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the division's needs. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is remote-centered, which means the incumbent works 50 percent or more of their time monthly from an alternate work location (i.e., teleworking).

## **Diversity and Inclusion Statement**

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee's Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee's Name (Print):** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor's Name (Print):** Dennis Yagen \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_