

**STATE OF CALIFORNIA
CIVIL RIGHTS DEPARTMENT DUTY STATEMENT**

Employee Name Vacant	Classification Name Information Technology Specialist II	Position Number 326-500-1414-007
Division/Unit Information Technology	Date October 31, 2022	Prior Pos. # (if applicable)

SUMMARY OF RESPONSIBILITIES

Under general direction of the Information Technology Manager I (ITM I) the Information Technology Specialist II (ITS II) functions as the Security Architect over the Civil Rights Department (CRD) Information Technology Infrastructure. The incumbent is responsible for supporting the most complex information security technologies and ensuring that they are following all Federal, State and Departmental Security policies. Serves as System administrator for all CRD Information Security platforms. Duties include, but are not limited to the following:

Essential Functions:

- 30% Using industry best practices, the incumbent will design and implement Information Security solutions in accordance with applicable Information Security Policies and Standards. Tasks include evaluation, installation, configuration and monitoring of information security hardware and software.
- 30% The incumbent will monitor all Information Security systems to identify and when appropriate, correct vulnerabilities and anomalies detected within the Civil Rights Department's Information Technology Environment. CRD Information Security Systems include, but are not limited to: Microsoft Defender (Identity/Endpoint/Cloud), Cisco IDS/IPS, Nessus Professional, Alert Logic, Microsoft Sentinel, Crowdstrike Falcon, and more.
- 15% Conduct product research and analysis; and recommend changes or updates to the infrastructure. Attend training regularly to ensure knowledge of current information security practices and techniques. Solve a range of complex technical problems; perform hardware and/or software installation and testing, user training, network connectivity troubleshooting, and device monitoring.
- 10% Assist the CRD Network Administrator with network monitoring duties including, but not limited to, oversight of the vendor managed network, which included planning, programming, installing, maintaining, and upgrading all network systems software, connectivity software, protocol software, application software for servers, workstations, and network hardware. Serves as a backup to Network Administrator.
- 10% Responsible for working closely with the CRD Operations Support staff to ensure all CRD devices meet or exceed State of California standards for data security and protection. Ensure all cloud and on-premises infrastructure is configured, patched and upgraded based on approved and documented California and CRD information security policies and practices.

Marginal Functions:

5% Assist in providing training to technical staff and other users on all departmental information security technology applications. Provide input in the preparation of user guides and technical documentation on departmental applications. Perform other duties as required.

Desirable Qualifications:

- Experience in leading and managing concurrent complex infrastructure projects.
- Experience in communicating effectively verbally and in writing.
- Experience in managing and negotiating multiple and/or changing priorities in a heavy workload situation.
- Demonstrated experience in leadership, diplomacy and courtesy.
- Experience in establishing and maintaining the confidence and cooperation of others contacted during the course of work.
- Experience analyzing data, drawing sound conclusions and presenting ideas and information effectively both orally and in writing.
- Experience in the maintenance and management of information security solutions.
- Experience in managing a VMware Virtual Server environment.
- Experience in managing and configuring Cisco network devices, including Switches, Routers, and Firewalls.
- Experience in the management of Microsoft Server environments including Active Directory, Azure, SCCM, Intune and Office/Microsoft 365.
- Knowledgeable in Scripting Languages such as PowerShell or Python.
- Experience in managing and configuring Nessus Professional software.
- Experience with SIEM solutions such as Splunk ES, Microsoft Sentinel, etc.

Supervision Received:

The ITS II receives general supervision from the Information Technology Manager (ITM I) and may receive direction from the Chief Information Security Officer(CISO).

Supervision Exercised:

None

Special Characteristics:

The ITS II position requires excellent writing and analytical skills; the ability to work independently and to speak and write clearly, concisely, and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility and meet deadlines; and ability to manage multiple projects with different time frames. Adhere to the laws, rules, policies and procedures as outlined in the Department's Directives, State Administrative Manual, Statewide Information Management Manual, California Multiple Awards Schedules, Supervisor's Manual, Clerical Manual, Case Analysis Manual, and any directions given by all appropriate managers.

Personal Contacts:

The ITS II may have daily contact with departmental management and staff, and periodically has contacts with control agency representatives, data center representatives, other state agencies, and private industry.

Actions and Consequences:

The ITS II is in a sensitive position involving critical departmental data assets, and the security of said assets. Failure to use good judgment in design and implementation or to ensure the timely processing of requests could result in data asset compromise. Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make management decisions.

Job Requirements:

Activities required to perform the essential functions of this position include the ability to communicate effectively, produce written correspondence, and comprehend written instructions, correspondence and manuals, and reason logically.

Employee Certification:

I have read and understand the duties as described above for the Information Technology Specialist II. I meet the job requirements as described above and can perform the essential functions with or without a reasonable accommodation.

Employee's Signature

Date

Supervisor's Signature

Date