

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**POSITION DUTY STATEMENT**  
BU: 1 & Non-represented

<b>EMPLOYEE:</b>	<b>CLASS TITLE:</b> Information Technology Manager II <b>WORKING TITLE:</b> Cyber Threat Intelligence Branch Chief	<b>HEADQUARTERS:</b> Mather Campus
<b>PROGRAM/UNIT:</b> Homeland Security Division/Cybersecurity Integration Center (Cal-CSIC)/Cyber Threat Intelligence Branch	<b>POSITION/ CONTROL NUMBER:</b> 163-420-1406-001 (61440)	<b>CBID:</b> M01
<b>TENURE:</b> Permanent	<b>TIME BASE:</b> Full Time	<b>WORK WEEK GROUP:</b> E
<b>APPT EFFECTIVE DATE:</b>	<b>RANGE (IF APPLICABLE):</b>	<b>PROBATIONARY PERIOD:</b> <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
<b>IMMEDIATE SUPERVISOR:</b>	<b>CONFLICT OF INTEREST CATEGORY:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DMV PULL PROGRAM:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>1. SUPERVISION RECEIVED:</b> The Cyber Threat Intelligence Branch Chief is under the administrative direction of the Cal-CSIC Deputy Commander.		
<b>2. SUPERVISION EXERCISED:</b> The Cyber Threat Intelligence (CTI) Branch Chief functionally supervises a multi-agency team of staff including an Information Technology Specialist III, Information Technology Specialists IIs, and Research Data Analysts. The CTI Branch Chief indirectly supervises Military staff and private sector consultants.		
<b>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):</b> The incumbent works primarily on a desktop computer in a cubicle environment. The incumbent may spend multiple hours a day on the phone or in meetings, interacting with customers, management, and staff on detecting, reporting, and mitigating security breaches, intrusions, and employee misuse of systems and resources. The incumbent may work on sensitive or confidential assignments. The incumbent must work well with others, accommodate changing priorities, work occasional irregular or extended hours, and be able to meet critical deadlines. The incumbent will use a variety of office equipment, (e.g., computers, copiers, digital senders, videoconference equipment, etc.).		
<b>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):</b> This incumbent will have regular contact with all levels of California Governor's Office of Emergency Services (Cal OES) staff, governmental agencies, including but not limited to federal agencies, private nonprofit (PNP) organizations, the Legislature, Department of Finance and the Governor's Office.		

**5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):**

Failure to effectively perform the duties of the position will result in the agency's inability to ensure consistency and compliance with state and federal law, regulation, policies, plans and procedures. This could result in statewide impacts, including, but not limited to, loss of state and federal disaster assistance funding for Cal OES, other state agencies, local agencies, PNP organizations, individuals and businesses impacted by disasters, regulatory compliance, and negative audit findings for Cal OES. In addition, the CTI Branch Chief's failure to address poor dynamics or obvious non-performance of an individual team member results in the rest of the team becoming disengaged. This can lead to failures in project deliverables being met and inevitable project failure. Project failures would be detrimental to the success of Cal OES' strategic goals and objectives.

**6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:**

When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

Shall be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful conditions; work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

**7. JOB DESCRIPTION/GENERAL STATEMENT:**

Under administrative direction of the Deputy Commander, the Cyber Threat Intelligence (CTI) Branch Chief will be responsible for consistent characterization and categorization of cyber threat events, and to identify trends or changes in the activities of cyber adversaries. CTI Branch Chief will promote a common language for describing and communicating information about cyber threat activity across various levels of government and agencies. The CTI Branch Chief will provide a means for consistently describing cyber threat activity in a manner that enables efficient information sharing and cyber threat analysis, that is useful to both senior policy/decision makers and detail oriented cyber technicians alike.

CTI Branch Chief will be responsible for establishing and maintaining strong relationships with the United States Intelligence Community (USIC), Fusion Center and Law Enforcement partners. The CTI Branch Chief will be responsible to establish a shared and enhanced information-sharing network which allows for characterization and categorization of threat activity in a straightforward way that can support missions ranging from strategic decision-making to analysis and cybersecurity measures and users from generalist to technical experts. The CTI Branch Chief will also support and/or develop a common cyber threat intelligence situational awareness program across organizations.

<b>Percent of Time</b>	<b>ESSENTIAL FUNCTIONS</b>
<b>35%</b>	<p><b>(E) PROGRAM MANAGEMENT:</b> Provides overall management, leadership, and direct supervision to subordinate staff and oversight to the team of state staff and contractors to support the Cal CSIC Intelligence Operations Sections. Responsible for managing the daily operations of the CTI Branch by establishing goals, objectives, and success criteria for staff and works with them to achieve these goals through active management of plans and schedules. Provides a working environment that fosters productivity and job satisfaction of the staff.</p> <p>Establishes, implements, and monitors policies and procedures by using knowledge of, and have access to, current and changing technology practices and trends from the private sector, local, other state departments, and state and federal government. Responsible for ensuring staff and resources are focused adequately on coordinating activities as well as providing high-quality services.</p> <p>Provides strategic direction in planning, coordinating, and controlling the activities of the CTI Branch. Regulates project adherence to State Information Technology (IT) policies, guidelines, and follows Cal OES' project management plans, and incorporates project management standards, methodologies, and industry best practices. Formulates, analyzes, and makes recommendations on the impact of legislation and plan for its implementation. Provides regular status, reports, and briefing to the Deputy Commander.</p>

<p><b>25%</b></p>	<p><b>(E) LEADERSHIP:</b>  Serves on agency and interagency policy boards on behalf of the Cal CSIC. Advocates for adequate funding for cyber training resources, to include both internal and industry-provided courses, instructors, and related materials. Establishes and maintains open communication channels with stakeholders. Reviews existing and proposed policies with stakeholders and interprets and applies applicable laws, statutes, and regulatory documents to integrate into policy.</p> <p>Ensures subordinate employees comply with all Cal OES policies, office standard operating procedures, and department and agency protocols. Coordinates personnel actions, develops staff training plans, and provides staff development, guidance, mentoring, feedback, and formal evaluations of individual team member performance to ensure customer and Cal OES' business needs are met. Encourages team building, facilitates cross training, and promotes continuous improvement. Uses motivation techniques, provides training for employees, and creates a positive climate for change. Fosters methods of creative decision-making and problem solving and provides continuous feedback to employees. Provides opportunities for open communication and feedback regarding job performance and expectations. Creates an environment that promotes open communications through regular staff meetings and personal behaviors.</p>
<p><b>20%</b></p>	<p><b>(E) PROGRAM PLANNING:</b>  Develops, implements, and manages CTI program components including but not limited to: risk management, audit and compliance, information security governance, incident management, security awareness, education, and training.</p> <p>Develops policies and strategic plans to ensure the long-term demands of the department for a trained and fully staffed workforce, by implementing change management techniques, updating recruitment efforts, and succession planning. Directs the formulation and interpretation of policies, plans and procedures for the identifying, evaluating, and implementing of major information technology projects to support the department's programs and operations. Collaborates with internal and external stakeholders to establish standards where none exist.</p>
<p><b>15%</b></p>	<p><b>(E) COMMUNICATION AND ADMINISTRATION:</b>  Advises and provides recommendations to department administrators and program managers on the applicability and effectiveness of state-of-the-art information technology alternatives to meet ongoing business requirements. Provides guidance and direction on human resource management and personnel development including recruitment, training, and progressive discipline. Creates and implements organizational transformation strategies that maximize employee engagement and minimize employee resistance.</p> <p>Defines and integrates current and future mission environments. Establishes and maintains effective liaison with all levels of the Cal CSIC staff, other state and public agencies, and military personnel or consultants. Acts as a backup to the Deputy Commander when designated. Performs special assignments and other job-related duties as required, such as but not limited to: performing in a project manager capacity, developing/maintaining various program documentation, and performing advisory and consulting services or activities.</p> <p>Monitors program goals and project milestones by facilitating effective communication and feedback among subordinate groups and ensures proper, timely, and accurate distribution of information and/or materials.</p>

<b>Percent of Time</b>	<b>MARGINAL FUNCTIONS</b>
<b>5%</b>	<p><b>(M) OTHER JOB-RELATED DUTIES AS REQUIRED:</b>  Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.</p>
<b>ADDITIONAL REQUIREMENTS</b>	
<p>Must have knowledge of the state and related federal laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment.</p> <p>Incumbent is required to successfully complete all training related to the functions of the job and may occasionally be required to perform after-hours emergency support.</p> <p>Incumbent has authorized access to or unescorted physical access around critical cyber assets and information and therefore shall obtain and maintain a SECRET or higher-level security clearance as a condition of employment. This position requires the employee to be a US Citizen or US Naturalized Citizen.</p> <p>The incumbent will be working in a classified office environment. This necessitates pulling open a metal vault door, which requires approximately 30 lbs. of pull to open the door for access.</p>	

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**OTHER INFORMATION**

Must have knowledge of the state and federal related laws, rules, regulations, policies and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public, Cal OES's employees, and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

**SIGNATURES**

**Certification of Applicant/Employee**

Note – If there are any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with them with the Reasonable Accommodation Coordinator.

*I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.*

*I have read and discussed these duties with my supervisor:*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

*I certify that the above accurately represents the duties of the position:*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Civil Service Title*