

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

<b>EMPLOYEE:</b>	<b>CLASS TITLE:</b> Information Technology Specialist III Working Title: Partner Integration Planner	<b>HEADQUARTERS:</b> Mather Campus
<b>PROGRAM/UNIT:</b> Homeland Security Division (HSD) /California Cybersecurity Integration Center (Cal-CSIC) / Mission Support Branch (MSB)	<b>POSITION/ CONTROL NUMBER:</b> 163-420-1415-004 /61448	<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
<p><b>1. SUPERVISION RECEIVED:</b> The Information Technology Specialist III receives broad administrative and policy direction from the Mission Support Branch (MSB) Chief Information Technology Manager II, however, may receive direction and assignments from a designated California Cybersecurity Integration Center (Cal-CSIC) Team Lead.</p>		
<p><b>2. SUPERVISION EXERCISED:</b> This level does not supervise staff, but may lead others during projects.</p>		
<p><b>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):</b> Appropriate business attire for a professional office environment; ability to sit in a normal seated position for extended periods; and ability to effectively handle multiple tasks and changing priorities.</p>		
<p><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 including executive management, local and federal governmental agencies, including but not limited to, the Governor's Office, Department of Technology and the Department of Finance, private nonprofit (PNP) organizations, and the Legislature.</p>		
<p><b>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):</b> 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.</p>		
<p><b>6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:</b> When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:</p>		

**(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:**

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/PSC Operations (Technicians)/PSC Engineering (Engineers)).

May be required to participate in emergency drills, training and exercises. Staff need to work effectively under stressful conditions; work effectively & 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 State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

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

This position supports the California Cybersecurity Integration Center's (Cal-CSIC) mission and strategic business objectives by creating innovative solutions, demonstrating accountability, and embracing technology to advance goals.

Under administrative direction, the Information Technology Specialist III (IT Spec III), acting as the Partner Integration Planner, will work within the Cal CSIC and with Cal OES partner agencies to advance cooperation across organizational or national borders between cyber operations partners. The IT Spec III aids the integration of partner cyber teams by providing guidance, resources, and collaboration to develop best practices and facilitate organizational support for achieving objectives in integrated cyber actions.

The IT Spec III demonstrates strategic technical leadership, influence, and expertise that drive the organization's use of technology toward constant improvements. Incumbents may have extensive decision-making authority and direct the most critical/complex projects where the consequence of error may have a seriously detrimental effect on the operating efficiency of the organization.

The incumbent will enforce compliance with policies and requirements and implement security and privacy controls across multiple information technology disciplines. The incumbent must maintain confidentiality of information acquired while performing job duties, demonstrate ethical behavior and work cooperatively with others. With IT constantly changing, the IT Spec III will stay up to date on emerging technologies and information to effectively respond and adapt to Cal OES' increasing business needs and technical requirements.

Duties of this position fall primarily under the Software Engineering, Information Security Engineering, Information Technology Project Management, or System Engineering domains.

Percent of Time	ESSENTIAL FUNCTIONS
<p><b>40%</b></p>	<p><b>INTEGRATION OVERSIGHT AND ADMINISTRATION:</b></p> <p>Responsible for working with Cal-CSIC customers and strategic partners navigate Cal-CSIC services with priority on incident response, cyber threat intelligence sharing, log forwarding, vulnerability assessments, and information security evaluations. Assists Cal-CSIC customers in proper forwarding of customer data (such as SIEM logs, vulnerability data, DNS logs, security logs, etc.) for Cal-CSIC monitoring services and analysis.</p> <p>Develops and maintains a database to track Cal-CSIC customer data, system security plans, data share agreements, data classification, system categorization, and customer information security and data owner contacts. Develops onboarding standard operating procedure (SOP) based on State of California best practices based on State Administrative Manual (SAM) and State Information Management Manual (SIMM) guidelines for state, local, tribal, and municipalities requesting Cal-CSIC services. Works with Cal-CSIC staff to develop a clear outreach, marketing, and onboarding strategy and ensure all eligible Cal-CSIC customers have awareness and access to Cal-CSIC services.</p> <p>Monitors and tracks all Cal-CSIC services provided by Cal-SECURE strategy and ensure services are in accordance with local, state, and federal information sharing guidelines Implements and manages regular coordination with all Cal-CSIC customers and strategic partners for regular financial analysis and program outcome reporting.</p> <p>Designs and oversees integration processes and procedures to capture outcomes, collect data from customers to ensure timely and seamless onboarding, and to effectively communicate integration success to strategic partners. Ensures Cal-CSIC website is accurate, current, user-friendly, and serves as an effective communication and marketing resource for Cal-CSIC operations and services.</p>
<p><b>35%</b></p>	<p><b>INFORMATION AND CYBER THREAT INTELLIGENCE SHARING:</b></p> <p>Works in collaborative multiagency and complex environments, with the ability to shape and manage interagency information sharing in a fast-paced work environment. With Cal OES IT and the California Department of Technology Office of Information Security (CDT OIS), oversees regular coordination of Cal-CSIC onboarded customers, including implementing all data points of ingress/egress, developing and driving meeting agendas, and ensuring action items and deliverables for Cal-CSIC customers are executed.</p> <p>Provides expert level input and feedback on cyber security strategies, designs, and Implementation/integration efforts for the Cal CSIC. This will include, but is not limited to, on premise solutions, cloud solutions, managed solutions, and hybrid designs.</p> <p>Designs and assists providing Cal-CSIC customers with information sharing and threat intelligence sharing platforms. Leads in the collection, receipt, and dissemination of program-related information to strategic partners and Cal-CSIC customers, as appropriate. Develops and issues responses to inquiries from federal, state, and county agencies, Legislators, and the public regarding cyber integration and cyber threat information sharing. Identifies and coordinates potential areas of collaboration and coordination with federal agency partners and other strategic partners, as appropriate.</p>

<p><b>20%</b></p>	<p><b>RESEARCH, RESOURCES, AND CONTINUING EDUCATION:</b></p> <p>Identifies programs and initiatives that could help support multi-state cyber information sharing, in coordination with CDT OIS, and efforts that support cybersecurity maturity and information security best practices. Leads the development of industry specific cybersecurity awareness and educational materials for small and medium sized private businesses, in coordination with CDT OIS, Cal OES, CHP Computer Crimes Investigation Unit (CCIU) and the California Military Department (CMD) other Cal-CSIC partners. Researches local, state, and federal initiatives that advocate information sharing and cyber threat intelligence sharing and implement such initiatives, as appropriate and with necessary input from the Cal-CSIC strategic partners.</p> <p>Establishes and maintains professional working relationships with Cal-CSIC MSB staff and Cal-CSIC customers, Cal-CSIC and Cal OES senior management, and Cal-CSIC strategic partners. Ensures operational standards and support adhere to Cal-CSIC, Cal OES, CDT OIS, and State defined standards and best practices. Makes recommendations to management on the adoption of new tools, platforms, processes, and procedures to improve service delivery and operational efficiencies.</p> <p>Maintains knowledge of industry and IT trends, best practices, and research emerging technology to define and support the agency's vision, principles, strategies, and goals. Pursues continuing educational opportunities, including professionally delivered training, self-directed training, and self-directed research, to assure that knowledge, skills, and technical competencies are kept up to date.</p>
<p><b>Percent of Time</b></p>	<p><b>MARGINAL FUNCTIONS</b></p>
<p><b>5%</b></p>	<p><b>OTHER JOB-RELATED DUTIES AS REQUIRED:</b></p> <p>Performs other job-related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but are not 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>
	<p><b>ADDITIONAL INFORMATION</b></p>
	<p><u>AFTER HOURS</u>: Incumbent may occasionally be contacted for after-hours emergency support.</p> <p><u>TRAVEL</u>: Incumbent is required to operate a State vehicle during the course of employment.</p> <p><u>TRAINING</u>: Incumbent is required to successfully complete all training related to the functions of the job.</p> <p><u>CERTIFICATION</u>: Incumbent shall obtain a CompTIA Security +, GIAC Security Essentials, or equivalent certification within six months of hire date as a condition of employment.</p> <p><u>SECURITY CLEARANCE</u>: Incumbent shall obtain a SECRET level security clearance within six months of hire date and maintain the clearance as a condition of employment.</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 type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" 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 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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. 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 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 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*