



Office of Legislative Counsel
925 L Street
Sacramento, CA 95814-3702

Duty Statement
Cybersecurity, Network and Environmental Division
Infrastructure Security Services Section

Job Title: Information Technology Specialist II (ITS II)

Statement of Duties: Under the general direction of the Information Technology Manager II, the ITS II manages the most complex security projects and is a high-level expert and project manager in security systems development, recommendations, and configuration. Installs, troubleshoots and maintains security infrastructure hardware and software to meet the business requirements of the Legislative Data Center (LDC) customers.

The ITS II Leads the most complex security projects using project management tools and techniques to define project requirements and costs, estimates the level of effort and calendar time required to complete each task. Assigns and trains resources as needed to complete assigned tasks by completion dates. Develops security training outlines for resources within ISO, SAMS, NTS and other LDC sections and monitors the progress of training development. Reviews projects and deliverables, prepares and conducts presentations and report status as required by management and customers.

The ITS II performs security audits on network and platform environments. Provides security risk assessments and recommends improvements, additions, and education options to mitigate customer risk. Provides systems capacity planning and support to ensure optimum availability and provide for future security. Evaluates security functionality and capabilities of vendor software and hardware products to meet the technical demands of the LDC customers' business requirements.

The ITS II manages and supports the most complex state-wide security systems installed in the LDC LAN and WAN network that are mission critical for the Legislative Enterprise. Analyzes, monitors, diagnoses and corrects most complex security problems and implements upgrades, expansion and enhancements to the existing environment. Evaluates and supports highly complex multi-vendor security products to ensure a secure and stable infrastructure.

The ITS II provides direct support to customers and management whose security issues fall under the ITS II's area of responsibility, such as performing security investigations, recommending enhancements, generating ad hoc reports, analyzing malicious software threats, prioritizing security patch deployment, and resolving the most complex security problems. Builds a trust relationship with the customers, legal counsel, and executive staff for security issues and reports incidents in an objective and professional manner.

Essential Functions

25% Leads the most complex security projects using project management tools and techniques to define project requirements and costs, estimates the level of effort and calendar time required to complete each task. Assigns and trains resources as needed to complete assigned tasks by completion dates. Develops security training outlines for resources within ISO, SAMS, NTS and other LDC sections and monitors the progress of training development. Reviews projects and

deliverables, prepares and conducts presentations and reports status as required by management and customers. Performs as a network and platform security consultant on highly complex hardware and software installation projects using project management software tools. Plans schedules, and designs security software installations and hardware upgrades. Determines component requirements, evaluates software and hardware options, and selects and implements software and hardware products to ensure quality of service for the LDC customers.

25% Performs security audits on network and platform environments. Provides security risk assessments and recommends improvements, additions, and education options to mitigate customer risk. Provides systems capacity planning and support to ensure optimum availability and provide for future security. Evaluates security functionality and capabilities of vendor software and hardware products to meet the technical demands of the LDC customers' business requirements. Manages multiple vendor contracts. Performs configuration management on the most complex network, platform, and security hardware and software resources to ensure a reliable, secure, and stable infrastructure. Evaluates hardware and software, including development tools using analysis methods to produce documented alternatives and a recommendation for the purpose of obtaining replacing or upgrading existing security hardware and software. Monitors and maintains documentation of project deliverables.

25% Manages and supports the most complex state-wide security systems installed in the LDC LAN and WAN network that are mission critical for the Legislative Enterprise. Analyzes, monitors, diagnoses and corrects most complex security problems and implements upgrades, expansion and enhancements to the existing environment. Evaluates and supports highly complex multi-vendor security products to ensure a secure and stable infrastructure. Manages complex projects that relate to the security of the LDC Enterprise. Provides security consulting to customers and staff for new projects or for reviews of existing implementations.

25% Provides direct support to customers and management whose security issues fall under the ITS II's area of responsibility, such as performing security investigations, recommending enhancements, generating ad hoc reports, analyzing malicious software threats, prioritizing security patch deployment, and resolving the most complex security problems. Builds a trust relationship with the customers, legal counsel, and executive staff for security issues and reports incidents in an objective and professional manner.

Supervision Received: The ITS II reports directly to an ITM II.

Typical Physical Demands: Sitting, keyboarding, and use of mouse. Ability to lift and move heavy objects, such as technology hardware and peripherals.

Typical Working Conditions: Cubicle workspace/shared or personal office space in an office environment. Use of PC, Microsoft Office Suite products, proprietary software systems, and general office equipment such as copy and facsimile machines, and telephone is frequent.

Shift Hours: Core business hours are 8:00 am – 5:00 pm with mandatory overtime on weekdays, weeknights, weekends, and holidays during peak periods of the legislative session. The incumbent is expected to be available during core business and after hours. Schedule may be adjusted contingent upon business needs.

Incumbents are expected to model OLC values and demonstrate the following personal characteristics:

- Establishment of effective interpersonal relationships, dealing tactfully with all OLC staff, Legislators, legislative staff, other public agencies, and members of the general public.
- Adaptability to changing work priorities and fluctuating work hours and assignments; ability to work well during stressful situations.
- Willingness to accept increasingly difficult levels of responsibility and assist in other areas of the office, as needed, and to take on special projects as they occur.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Signature of Employee

Date