



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

702-1414-004

ACTIVE

CURRENT
 PROPOSED

1. DIVISION Information Systems Division		2. REGION OR BRANCH Information Security Services	
3. REPORTING UNIT NAME Enterprise Architecture		4. POSITION CITY Sacramento	
5. CLASSIFICATION TITLE Information Technology Specialist II		6. WORKING TITLE Security Architect	
7. POSITION NUMBER 702-1414-004		8. PREVIOUS POSITION NUMBER	
9. CBID/BARGAINING UNIT R01	10. WORK WEEK GROUP E	11. TENURE Permanent	12. TIME BASE Full-Time

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? Yes No
 This position is designated under the Conflict of Interest Code. 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. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

14. CPC ANALYST APPROVA **T. Cortez-Guardado** **15. DATE APPROVED** **11/8/2022**

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Chief Information Security Officer (CISO), the IT Specialist II will ensure the protection of DMV information assets and implement DMV's information security program to support business operations and align with DMV's information security mission, goals, and objectives.

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

- 35% (E) Acts as expert-level lead providing technical and architectural advice to Information Systems Division (ISD) teams in the development, maintenance and organization of the enterprise security framework and its associated policies, standards, and governance methods. Leads security initiatives, evaluates proposed initiatives, and provides recommendations for future initiatives. Communicates and collaborates with all ISD teams to provide expert level information security guidance and support for security architecture activities. Serves as Security Architect and subject matter expert to advise, consult and lead projects related to Cloud Security Management, Endpoint Security Software, Identification and Authorization, Mobile Security Device Management, Vulnerability and Patch Management, Intrusion Detection and Response, Security Risk Assessment & Analysis, and Enterprise Log Management and Monitoring.
- 25% (E) Serves as Information Security consultant for information security risk analysis and ongoing compliance initiatives in support of enterprise information systems, network infrastructures, applications and programs, departmental projects, or work efforts. Performs subject matter expert level technical review and analysis of DMV information systems to ensure applicable information security policies and standards are adhered to. Leads technical staff on the development and analysis of Variance/Exception requests and provides recommendations to the CISO based on thorough risk analysis. Evaluates and reports threats and incidents impacting DMV's IT resources to develop mitigation strategies. Supports ISO staff in verifying reported security violations and reviews escalated Security Incident Reports when required.
- 10% (E) Provides expert-level support for DMV's various security tools and capabilities, including designing



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modern infrastructure security architectures for the department's systems located both in the cloud and on-premises. Works with management and technical experts in all IT disciplines to be fully informed of the features and security controls in DMV's hosting environments. Maintains awareness of emerging methodologies and best practices related to Software- defined network concepts, Cloud computing, SaaS, and PaaS, Security principles around public cloud and private cloud environments, Office 365, Azure and AWS Security, Web Application Firewall, Content Delivery Network, Security Bot Detection, Windows Security to include Active Directory, System Center Configuration Manager.

- 10% (E) Works with cross domain Architects to create, develop, and improve all system documentation and standard operating procedures to ensure technical systems standards are implemented, maintained, and up to date. Provides consultation and security leadership to project teams to ensure the success and risks are managed appropriately.
- 10% (E) Effectively communicates with the Chief Information Security Officer, project teams, customer contacts, partnering divisions, and ISD leadership to provide security project updates and regular reports on initiatives.
- 5% (E) Maintains knowledge of industry trends and best practices with emphasis on information security architecture, and researches emerging technology to define and support the security architecture vision, principles, strategies and goals of the department. Develops tactical plans to help meet established goals and objectives, and support the department's priorities, including promoting and advocating the foundational information system principals of confidentiality, integrity, and availability throughout DMV.
- 5% (M) Performs other job-related duties as required.



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18. SUPERVISION RECEIVED

The IT Specialist II Security Architect reports directly to and receives assignments from the Branch Chief/Chief Information Security Officer (CEA B).

19. SUPERVISION EXERCISED AND STAFF NUMBERS

This position does not supervise, but may lead efforts.

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in an office setting, in a cubicle. May sit and access a computer for extended periods of time. Attends meeting on and off HQ campus. Telework is an option.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

None

22. PERSONAL CONTACTS

Interacts with internal and external departmental staff at all levels, and the public by phone or email as needed. Interaction may be general, confidential, sensitive or informative in nature.



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23. EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the 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. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

24. MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE