

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Information Technology Specialist I	<b>DIVISION NAME</b> Information Technology Division
<b>WORKING TITLE</b> Information Security Analyst	<b>POSITION NUMBER</b> 333-350-1402-XXX
<b>EMPLOYEE NAME</b> VACANT	<b>EFFECTIVE DATE</b> June 7, 2023

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

**GENERAL STATEMENT**

Under the general supervision of the Information Technology Manager I (ITM) the Information Technology Specialist I (ITS I) will have broadened duties encompassing security analysis, policy and standards development, and privacy and data coordination. The incumbent will support various areas within the Information Security Engineering domain, as well as collaborate with stakeholders in other domains as needed. The primary responsibilities include conducting security event monitoring, vulnerability and threat management, information security architecture, policy and guidelines development, procedure review, information security awareness training, privacy compliance program oversight, risk management, and collaboration with privacy and security executives and teams.

**SUPERVISION RECEIVED**

Reports directly to the Information Technology Manager I

**SUPERVISION EXERCISED**

None.

## **ESSENTIAL FUNCTIONS**

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<b><u>% OF TIME</u></b>	<b><u>ESSENTIAL FUNCTIONS</u></b>
<b>40%</b>	<b>Information Security Event Monitoring and Vulnerability and Threat Management</b> <ul style="list-style-type: none"><li>• Perform security event monitoring for the FI\$Cal system, identifying potential security events and indicators of compromise.</li><li>• Tune security tools to minimize false positives and optimize log management.</li><li>• Develop and implement strategic placement of scanning tools to assess system and resource assets.</li><li>• Execute appropriate scan schedules based on asset criticality.</li><li>• Communicate vulnerability and risk findings to data owners and provide guidance on mitigation strategies.</li><li>• Maintain security monitoring architecture for data analytics and fraud detection.</li><li>• Assess ongoing security control implementation and ensure the effectiveness of security controls.</li></ul>
<b>30%</b>	<b>Information Security Architecture, Risk Management, and Collaboration</b> <ul style="list-style-type: none"><li>• Develop and establish a risk management strategic plan.</li><li>• Interpret patterns of noncompliance and recommend remediation strategies.</li><li>• Update the FI\$Cal System Security Plan (SSP) and associated procedures.</li><li>• Support validation efforts of security requirements and assess security control effectiveness.</li><li>• Analyze enterprise business security drivers and derive architecture requirements.</li><li>• Prepare for and support internal and external audits.</li></ul>
<b>25%</b>	<b>Collaboration and Coordination</b> <ul style="list-style-type: none"><li>• Analyze and report on security data analytics and fraud detection trends and their potential impact on the enterprise.</li><li>• Coordinate system and software deployments, patching, ERP access activities, vulnerability scanning, and penetration testing.</li><li>• Facilitate and coordinate security audits to test the effectiveness of administrative, technical, and physical security controls detailed in the FI\$Cal SSP.</li></ul>

	<ul style="list-style-type: none"> <li>Analyze and report on security technology industry and market trends and their potential impact on the enterprise.</li> </ul>
<b><u>% OF TIME</u></b>	<b><u>MARGINAL FUNCTIONS</u></b>
<b>5%</b>	<ul style="list-style-type: none"> <li>Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.</li> </ul>

Please note that the time percentages mentioned in this duty statement are approximate and subject to change. These percentages are provided as a general guideline to help understand the expected allocation of time for different tasks and responsibilities. However, actual time allocation may vary depending on the specific circumstances and priorities at any given time.

### **KNOWLEDGE AND ABILITIES**

All knowledge and abilities of the Information Technology Associate classification; and

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

### **SPECIAL REQUIREMENTS**

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers,

management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check is required.**

### **WORKING CONDITIONS**

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

**SIGNATURES**

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Hiring Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Analyst:

**Date Revised: 6/16/2023**