

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist II	Working Title Infrastructure Security Specialist
Name of Incumbent	Position Number 280-390-1414-003
Section/Unit Privacy & Integrated Risk Management Office / Security Risk & Integrated Risk Management	Supervisor's Name <i>Click here to enter text.</i>
Division Cyber Security Division	Supervisor's Classification Information Technology Manager I
Branch Information Technology Branch	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction
	Revision Date 4/28/2023

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Under the general direction of the EDD Privacy & Integrated Risk Management Office / Security Risk & Integrated Risk Management IT Manager I (ITM I), the incumbent acts as a primary departmental resource for the information security policy and the risk management program. The incumbent serves as a subject matter expert (SME) of the California Cybersecurity Maturity Metrics, as defined by SIMM 5300-C, to ensure EDD alignment with the five security domains (Identify, Protect, Detect, Respond, and Recover).

The incumbent's duties require the continued implementation and maintenance of standards and policies based on the National Institute of Standards and Technology (NIST), FISMA (Federal Information Security Management Act), State Administrative Manual (SAM), Statewide Information Management Manual (SIMM) and the Federal Risk and Authorization Management Program (FedRAMP). The incumbent also leads efforts to develop and maintain security processes and procedures.

This position requires the incumbent to possess excellent technical skills, communication skills and analytical skills. Those skills will be used to assess the EDD's current enterprise security posture and interface with other EDD SMEs to define security standards and policies to fully align with the NIST. The incumbent must ensure that his or her completed staff work is of high quality and completed in a timely and professional manner. These tasks require the incumbent to have current business knowledge and a significant depth and breadth of technical knowledge and experience.

Civil Service Classification

Information Technology Specialist II

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The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following Branch Cultural principles and by providing constructive feedback to others within the Branch regarding the application of those principles.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
45%	Serves as one of the lead technical security specialist for staff and management within the Information Security Office. Ensures compliance with, and development and maintenance of, IT Security policies, standards, and procedures. Ensures EDD staff observe standards and procedures, and produce quality work products that follow security best practices, adhering to risk management frameworks under NIST. Works with System Owners to develop and maintain System Security Plans. Conducts and documents security risk assessments. Reviews and assesses Firewall requests. Works closely with the Cyber Security Division (CSD) third party application security assessment (ASA) contractor when scheduling testing, documenting Rules of Engagement, reviewing ASA results, and elevating critical and high risk vulnerabilities or findings. Performs system assessments and accreditations within required timeframes for systems. Develops Certification and Accreditation documentation and presents to executive management.
35%	The incumbent independently advises and assists EDD management and technical project staff in identifying, defining, and overseeing applications security safeguards and controls and the means of deployment within IT infrastructure and systems. Ensures that effective security safeguards, control mechanisms and security systems are in place as an essential component of EDD's IT environment, helping to ensure accuracy, availability and a high level of integrity and confidentiality for the EDD's information. Eliminates security control weaknesses and security vulnerabilities to avoid potential breaches of integrity and confidentiality and partial or complete unavailability or erroneous operation of the EDD's critical IT applications. Uses knowledge of information security policies and best practices to avoid a loss of systems integrity or a lapse in security, ensuring no breach renders the EDD unable to serve its clients or results in loss of public trust, ability to serve clients, or the potential for lost revenue to the State of California.
15%	Coordinates with the other Infrastructure Services Division groups to ensure the EDD's network, systems and applications are optimized to safely and securely operate in the EDD's enterprise environment.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: Not Applicable
Other:	
Type of Environment: a. Cubicle b. N/A c. N/A d. N/A	

Interaction with Public: a. Required to assist customers on the phone and in person. b. N/A c. N/A.

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)

None

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name (Print)

Click here to enter text.

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Click here to enter text.

Supervisor's Signature

Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Duties meet class specification and allocation guidelines.

PMG Analyst initials

Date approved

PM

6/13/2023

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

**** AFTER SIGNATURES ARE OBTAINED:**

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE