

DUTY STATEMENT
TECH 052 (REV. 02/2018)

PROPOSED

23-320

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).
INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 04/08/2024	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME Vacant
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist II		E. POSITION WORKING TITLE Network Security Engineer
F. CURRENT POSITION NUMBER 695-380-1402-004		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-380-1414-XXX
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Technology Services / Infrastructure Services / Enterprise Network / Network Engineering Operations / Network Threat Protection / Rancho Cordova		I. SUPERVISOR NAME AND CLASSIFICATION Ronald Painter, Information Technology Manager I
J. WORKDAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY 8:00 AM – 5:00 PM, DAY		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input checked="" type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>Under general direction of Network Threat Protection, Information Technology Manager I (IT Mgr I) the Information Technology Specialist II (IT Spec II) provides advanced level network threat protection techniques, experience, and best practices for the planning, design, definition, and configuration of the California Department of Technology's (CDT) Statewide Data Center Network. The IT Spec II performs risk assessments on emerging network security technologies and develops best practice solutions. The IT Spec II is responsible for monitoring and troubleshooting CDT's network security systems and implementing security controls. The IT Spec II oversees a variety of technologies support CDT and its customers, including but not limited to: Intrusion Detection Systems (IDS); Intrusion Protection System (IPS); Distributed Denial of Service (DDoS); Packet Capture; Amazon web services and Azure cloud networking services. Duties include lead system administration, project management, expert level analysis, and effective communication with customers, vendors, and CDT employees.</p>
<p>% of time performing duties 55%</p>	<p>Essential Functions</p> <p>As A Subject Matter Expert:</p> <ul style="list-style-type: none"> • Design and deployment network architect of IPS/IDS and DDoS systems. • Install, configure, and maintain IPS/IDS and DDoS systems. • Manage cabinet installation and redesign, if needed with appropriate CDT staff. • Consult with CDT technical and security management teams to provide full security and network management of IPS/IDS systems. • Manage complex incident resolution for IPS/IDS systems. • Develop, implement, and test procedures for standards to identify ways to, isolate, and resolve network security problems in coordination with other Network Protection Team members, CDT Security and Network staff.
<p>40%</p>	<p>Additional Network Security Operational Support:</p> <ul style="list-style-type: none"> • Responsible that all Network Security updates have met CDT's requirements, to the Change Management Database. • Oversee the architectural design of CDT's network and security integration diagrams. • Create, implement, and perform security impact analysis of CDT's Network Security operational processes and procedures. • Create, implement, and perform security impact analysis of CDT's Network Security operational processes and procedures.

- Attend and facilitate meetings with peers, vendors, customers, and management as required. Create and provide presentations and recommendations on matters related to network and security.
- Fulfill CDT Network Security infrastructure requirement documentation and gathering, including system design and optimization and continual service improvement.
- Act as a technical Subject Matter Expert for network security tooling needs, including tasks related to procurement and purchasing.
- Identify, document, and create pathways to improve network security practices, by performing network security assessments, performance monitoring, and reporting.
- Research and evaluate appropriate security protections and procedures for new network services and recommend changes to existing network services.
- Perform Business Resumption and Business Continuity exercises and documentation.

5%

Marginal Functions

- Lead project teams and other Network Security members
- Other related duties as required.
- Assist with incident response of security incidents (occasionally after hours and weekends).

Work Environment Requirements

- Must pass a fingerprint and background criminal record check completed by the Department of Justice and Federal Bureau of Investigation.
- May be required to work after hours, weekends, or holidays (frequency varies).
- May be required to carry a cell phone or communications device during business hours and occasional off shift and weekends.
- Work is occasionally in a raised floor computer environment.
- Must be able to lift up to 50 lbs.

Allocation Factors

Supervision Received:

The IT Specialist II receives general direction from the Network Engineering Operations IT Manager I. The IT Mgr I will assign installations and/or project assignments. All assignments will be objective based, stressing target dates, accuracy, and will require written update reporting on a weekly basis.

Actions and Consequences:

Decisions and consequences have a major impact to network and system availability. Implementation of data communications solutions at CDT is of extreme importance. Failure to exercise sound judgment could severely impact the network and customer confidence.

Personal Contacts:

The IT Spec II has frequent communications with CDT's management, technical staff, customers, and data communications vendors.

Administrative and Supervisory Responsibilities:

None, but may act in a leadership role over lower IT classification staff members on more technical assignments.

Supervision Exercised:

None.

Other Information

Desirable Qualifications:

- Knowledge of Information Technology Infrastructure Library (ITIL) Service delivery and Service Lifecycle concepts and best practices.
- Knowledge and background in network principles and concepts.
- In depth knowledge of routers, switches, load balancers, content switches and firewalls.
- Experience with design and installation of IPS/IDS technologies to meet internal and/or external customer specifications.
- Experience with design and installation of Packet Capture technologies to meet internal specifications.

- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.
- Ability to present solutions with clarity and precision in written and/or graphic form.
- Ability to communicate and work productively with technical staff, vendors, OTech management, and OTech customers independently or in a team environment.
- Ability to work independently and in a team environment.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT) Vacant	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT) Ronald Painter	SUPERVISOR SIGNATURE	DATE
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