

STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION
POSITION DUTY STATEMENT
DFPI-HR0 203 (Rev. 08-21)



NAME [Employee]	EFFECTIVE DATE [Actual Start Date]
CLASSIFICATION TITLE Information Technology Specialist I	POSITION NUMBER 410-113-1402-004
WORKING TITLE Security Operations Specialist	DIVISION/OFFICE/UNIT/SECTION Information Technology Services Division / Security Unit
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the general direction of the Information Technology Manager I (ITM I), or Chief Information Security Officer (CISO), the Information Technology Specialist I (ITS I) is responsible for implementing, operating, and maintaining programs relating to departmental security, incident response, and protection of Department of Financial Protection and Innovation (DFPI) network infrastructure. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

60% Network Maintenance and Monitoring (E)

- Ensure the security of and assist in maintaining network infrastructure including firewalls, switches, virtual machines, Wi-Fi access points, intrusion detection and prevention systems, security applications, and other devices.
- Proactively monitor department network including review of server logs, firewall activity, systems activity, and system alerts.
- Investigate network outages and attacks on DFPI systems, analyze security incidents, and provide solutions to ensure maximum availability of DFPI networks.
- Identify vulnerabilities and other potential issues, providing technical advice and implementing solutions.
- Assist with penetration, vulnerability, and other testing to ensure integrity of DFPI systems.
- Assist with the implementation of new features to support our business objectives while maintaining a secure environment.
- Research and suggest solutions to improve overall business and technology continuity.
- Follow State protocol on Incident Reporting regarding security incidents involving theft or loss of equipment.
- Assist with the prompt and appropriate actions on all CA Information Security Officer's Security Advisories, IT Policy Letters, Management Memos, and Budget Letters that pertain to information security.

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- Ensure the appropriate safeguarding and use of DFPI information resources.
- Implement, audit, and remediate vulnerabilities of controls for data and network access.
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20% System Engineering (E)

- Work independently and under direction in small teams as a technical specialist to test, integrate, implement, enhance, and maintain the infrastructure.
- Work with Information Security Officers to ensure configuration network devices meet security requirements including implementation of security zone/networks and assist in network vulnerability and risk assessments.
- Identify gaps and vulnerabilities and provide recommendations to ensure effective IT planning and implementation.

15% Client Services and Projects (E)

- Attend security training and seminars to stay abreast of current security threats and solutions.
- Assist with the development and maintenance of IT policies, procedures, and standards to ensure compliance with state regulations and security industry best practices.
- Draft documentation of business processes and incident reports.
- Maintain compliance with all information security and privacy procedures, processes, and reporting requirements in the State Administrative Manual (SAM) Chapter 5300 and Statewide Information Management Manual (SIMM) as applicable.

5% Miscellaneous (M)

- Perform other related duties as required

B. Supervision Received

The ITS I reports directly to and receives the majority of assignments from the CISO; however, direction and assignments may also come from the Senior Information Security Officer (SISO). The ITS I will collaborate with and receive clarification on tasks from the ITS II Senior Network Security Specialist (SNSS).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

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The ITS I will interact with persons outside of the Information Technology Services Division (ITSD):

- Other employees of DFPI
- Control agency (CDT, CMD, DOJ) employees
- DFPI Executive staff
- Agency CIO and ISO
- The general public

F. Actions and Consequences

Consequences of inadequate performance include, but are not limited to:

- Loss of confidentiality, integrity, and availability of DFPI data assets
- Vulnerability of DFPI networks to improper use or attack
- Failure to protect consumers' Personally Identifiable Information (PII)
- Reputation harm to the DFPI and its employees

G. Functional Requirements

Work in a hybrid schedule, 40 hours per week in an office setting, with artificial light and temperature control. Three days of telework per week are available with an approved telework agreement on file. The use of a personal computer, telephone, printer, copier, and shredding machine is essential to the duties of this position. The position requires typing and mouse use, sitting and standing consistent with office work, light lifting of no more than 25 lbs, and occasional use of stairs.

H. Other Information

The Security Operations Specialist will exercise good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution, and manage time and resources effectively. Employee must work well with others, under changing priorities, and work irregular hours when workload dictates. Regular attendance and punctuality are essential. Possess good written and verbal communication skills. The incumbent may be required to travel infrequently to other DFPI facilities (Sacramento, San Francisco, Los Angeles, and San Diego) by various methods of transportation.

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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 Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

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

Supervisor Signature

Date

Supervisor's Printed Name, Classification