

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER <b>28459</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Enterprise Technology Solutions</b>	
UNIT NAME <b>Information Security Office</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>707 3rd Street, West Sacramento, CA 95605</b>	
CIVIL SERVICE CLASSIFICATION <b>Information Technology Supervisor II</b>	POSITION NUMBER <b>306-072-1404-022</b>	CBID <b>S01</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>E</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday - Friday, 8:00 a.m. - 5:00 p.m.</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>Information Security Office Supervisor</b>	TIMEBASE <b>Full-time</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION** ☐ Rank and File ☒ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

**POSITION CONCEPT**

Under general direction of the Information Technology (IT) Manager I, the IT Supervisor II in the Department of General Services, Enterprise Technology Solutions, within the Information Security Engineering domain, the IT Supervisor II offers subject matter mastery, and recruits, develops, and manages the information security staff responsible for security governance, risk, and compliance functions, as well as the Security Operations Center (SOC) team responsible for monitoring, detecting, and responding to cybersecurity threats.

**SPECIAL REQUIREMENTS** ☐ Medical Clearance ☒ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing  
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)  
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

**Background Clearance**

This position and/or location requires background investigation clearance.

**Telework**

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Provides consultative services as an Information Security subject matter expert, making recommendations throughout DGS by outlining and explaining required security controls through all phases of IT Projects and Systems Development Life Cycle as detailed in Federal Processing Standards, National Institute of Standards and Technology Special Publications, and U.S. Internal Revenue Service Safeguard Computer Security Evaluation Matrix utilizing state standards specifications per State Administrative Manual, Statewide Information Management Manual, and

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PERCENTAGE	DESCRIPTION
	State Health Information Policy Manual, in order to achieve state security risk and compliance objectives, support resilient DGS operations, and maintain a secure cyberspace to ensure compliance with federal, state, and industry information security and privacy regulations, business associate agreements, and statewide compliance reporting.
25%	Plans, organizes, and directs the work of a professional staff by overseeing and supporting information security functions, including the execution of risk assessments, managing security risk Plan of Actions and Milestones, facilitating external compliance audits, independent security assessments, identifying vulnerabilities and threats, investigating suspicious activities, containing the threat and/or damage, in order to meet customer demands and expectations, to ensure value-added deliverables in a timely and effective manner.
15%	Plans, develops, implements, and maintains administrative information security controls by incorporating applicable and current federal, state, and industry standards specifications and lessons learned from previous incidents, in collaboration with all units of ETS utilizing control agency policy templates, in order to mitigate information security risks, protecting the enterprise from threats to DGS information assets to ensure compliance with federal, state, and industry regulations.
10%	Collaborates with ETS management and supervisors on the security incident response process by identifying vulnerabilities and threats, investigating suspicious activities, containing the threat and/or damage, providing timely communication of the incident's progress to internal and external stakeholders, and documenting lessons learned, in order to manage future security risks and quickly restore IT to normal operations to ensure continued operational support of the DGS enterprise.
10%	Supervises, directs, develops, and reviews the work of subordinate staff by communicating unit goals and objectives, establishing performance expectations, inputting, reviewing and approving/denying timesheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on OHR processes, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility, provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, the Personnel Operations Manual, DGS policies, procedures and guidelines, State Personnel Board and California Department Human Resources' laws, rules and regulations.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Attends webinars and forums organized through trusted partner vendors, and state, and federal entities by networking with other state government IT personnel utilizing various forms of communication and collaboration, in order to participate in security governance, risk and compliance meetings, and workshops to ensure staff stays abreast of industry issues, trends, and practices.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☐ Travel (Specify the percentage in the travel box below)

DESIRABLE QUALIFICATIONS

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

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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