

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Information Security Assistant	
		Division and/or Subdivision Information Technology Services	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Information Technology Technician	
		Position Number 541-021-1400-xxx	
		Effective Date October 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the close supervisor of the Chief Information Security Officer, the Information Technology Technician (ITT) serves as an Information Security Assistant supporting the Department of Forestry and Fire Protection's (CAL FIRE) Information Security Office (ISO). This position performs a hybrid role focused on cybersecurity planning, data classification, privacy compliance, documentation support, recovery readiness, and internal investigations. The incumbent plays a critical role in supporting the department's adherence to Cal-Secure, State Administrative Manual (SAM), State Information Management Manual (SIMM), National Institute of Standards and Technology (NIST) 800-53, Federal Information Processing Standards (FIPS) 199, and Health Insurance Portability and Accountability Act (HIPAA) related guidance from the California Health & Human Services Agency's Center for Data Insights and Innovation (CDII) – Policy & Governance. Documentation, Records, and Reporting Support *Assists in creating and maintaining standardized ISO documents, including weekly status reports, network diagrams, process flows, desk procedures, and cybersecurity training materials. *Updates and maintains records in Microsoft (MS) Teams and SharePoint, including customer information, training completion data, and ISO document repositories. *Attends virtual and in-person meetings, takes notes, and posts summaries to MS Teams for reference and collaboration. *Develops and updates ISO dashboards and reports using Excel, Power BI, and other Microsoft 365 tools, while performing data entry, imports, and exports, and validating the accuracy of information security datasets. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See page 3.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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30%

Security Operations and Audit Support

*Assists with the review and update of information security policies, procedures, and desk guides. *Assists in internal and external audits by gathering documentation, reviewing evidence, and reporting findings in standardized formats. *Participates in supervised threat-hunting activities to help identify potential vulnerabilities and assists with compliance activities tied to training requirements, Plan of Action and Milestones (POAM), audit responses, and risk registers.

10%

Risk and Compliance Documentation

*Assists with maintaining and updating risk management plans, incident management plans, and related ISO documentation. *Supports the preparation of Privacy Threshold Analyses (PTAs) and Privacy Impact Assessments (PIAs). *Helps document and track software evaluations to ensure compliance with SAM 5300 and SIMM 5300-series requirements, and contributes to records supporting data classification, risk assessments, and security or privacy impact determinations.

10%

Cybersecurity Awareness, Liaison, and Communication

*Drafts monthly ISO security awareness content and assists with department-wide outreach campaigns. *Serves as a liaison between the ISO and other divisions or programs by communicating expectations, coordinating document collection, and clarifying ISO procedures. *Tracks training completions, supports refreshes of cybersecurity and privacy education materials, and helps maintain consistent messaging for annual training requirements. *Assists ISO operations during incident response or emergency deployments and performs related ITT-level tasks consistent with classification and operational needs.

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Job qualifications and/or conditions of employment: [See page 3.](#)

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Employee Signature

Date

Supervisor Signature

Date

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Initials and Date

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%	Incident Network (InciNet) and Field Support *Provides onsite technical support to mobilized CAL FIRE employees by assisting with issues and service requests, including resolving issues related to basic computer hardware and software installation. *Coordinates issues and service requests, escalating as needed to the incident project lead or incident management team. *Performs minor computer, network, or server tasks, including but not limited to adding patch cables, users, replacing switches, or wireless access points, and attends annual Incident Network (InciNet) training as needed.
5%	Perform other job-related duties as assigned. <u>Desirable Qualifications:</u> • Knowledge of Microsoft 365 tools (Excel, Teams, SharePoint, Power BI) for documentation and reporting. • Basic understanding of information security and privacy principles (Cal-Secure, NIST, FIPS, SAM/SIMM). • Familiarity with computer hardware, operating systems, and basic networking. • Ability to document processes, manage records, and prepare clear and accurate reports. • Ability to provide front-line technical assistance and escalate issues appropriately. • Strong communication and organizational skills to support collaboration across programs. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: Will be working at a computer in a cubicle under artificial light. May be required to occasionally bend, stoop, pull and lift and/or transport objects. Travel (25%) may be required with possible overnight stays. Required to perform periodic off hours support including 24/7 emergency responses.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
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