DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT INCREMENTAL FUNCTIONS DUTIES STATEMENT INCREMENTAL FUNCTIONS DUTIES STATEMENT INCREMENTAL FUNCTIONS DUTIES STATEMENT INCREMENTAL FUNCTIONS DUTIES STATEMENT INCREMENT FOR FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT INCREMENTAL FUNCTIONS DUTIES STATEMENT INCREMENT FOR FORESTRY AND FIRE PROTECTION INSTRICTIONS. The Director is required by Generoment Code Section 1891 81 2 to report for to record)**material changes in the duties of any position in its or her jurisdiction.* The Position Essential Function Dusies Statement is used for this purpose. Enter identifying information and effective duties the fire protection of each of the important duties and paragraphs and indicate the percentage of total time occupied. The deposition of the position of th			Working Title of Position		
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STATE OF CALIFORNIA		Working Title of Position	tant		
DEPARTMENT OF FORES	STRY AND FIRE PROTECTION AL FUNCTIONS DUTIES STATEMENT	Information Security Assist	lani		
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Percentage of Time	Effective on the date indicated, the employee a	 assigned to the position iden	tified above performs		
Required	the following duties and responsibilities.		unou aneto por esta		
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 Acton 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 Cor *Drafts monthly ISO security awareness conter campaigns. *Serves as a liaison between the Ic communicating expectations, coordinating doc *Tracks training completions, supports refreshed materials, and helps maintain consistent mess ISO operations during incident response or em level tasks consistent with classification and open	nt and assists with departme SO and other divisions or proument collection, and clarifyies of cybersecurity and priva aging for annual training requergency deployments and p	ograms by ing ISO procedures. acy education juirements. *Assists		
	*These are the essential functions for this position. Essenthe position must be able to perform unaided or with the as				
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Job qualifications and/or conditions of employment: See page 3.					
"We have discussed t	this document in its entirety and understand the	duties of this position."			
Employee Signature	Date Supervisor S	Signature Da	ate		
Personnel use only	Posted to Directory Initials and D	eate			

STATE OF CALIFORNIA		Working Title of Position		
DEPARTMENT OF FORE	STRY AND FIRE PROTECTION	Information Security Assistant		
	AL FUNCTIONS DUTIES STATEMENT			
PO-199 (06/16) - PAGE	<u>ა</u>			
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 assignment	gned.		
	documentation and reporting. Basic understanding of informat FIPS, SAM/SIMM). Familiarity with computer hardw Ability to document processes, reports. Ability to provide front-line techn Strong communication and organ programs. *These are the essential functions for this position.	Is (Excel, Teams, SharePoint, Power BI) for ion security and privacy principles (Cal-Seculare, operating systems, and basic networking manage records, and prepare clear and acculical assistance and escalate issues approprinizational skills to support collaboration acrost the control of the composition of the composition is security and prepare clear and acculated assistance and escalate issues appropring in its properties. Essential functions are those functions that the individual three assistance of a reasonable accommodation.	g. rate ately. ss	
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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 understa	nd the duties of this position."		
Employee Signature	Date Sup	ervisor Signature Date		
Personnel use only	Posted to Directory	tials and Date		