



DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2526-00630	Effective Date
Classification Title Information Technology Associate	Position Number 564-184-1401-005
Working Title Security Operations Center (SOC) Analyst – Tier 1	Bureau and Section Privacy, Security and Disclosure Bureau Security Operations Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under general supervision of the IT Supervisor II, Security Operations Center Unit, performing a wide variety of tasks requiring occasional innovative problem solving. The incumbent performs tasks related cybersecurity monitoring within the Franchise Tax Board's Security Operations Center (SOC), which contributes to the protection of FTB's systems, data, and people. The regular work schedule will be after typical business hours and include weekends and holidays, in order to provide 24x7 coverage. This position performs functions that fall within the Information Technology domain of Information Security Engineering.

Essential Functions

Percentage	Description
40%	Cybersecurity Monitoring Performs the initial cybersecurity event analysis in areas such as Spam/Phishing messages, Suspicious/malicious network and system activity and Wireless (Wi-Fi) security. Participates in threat hunt exercises. Creates artifacts related to Cybersecurity Monitoring in order to document necessary information. Communicates information related to Cybersecurity Monitoring to other security functions as well as external FTB customers. Analyzes events related to Data Loss

