

DUTY STATEMENT
Behavioral Health Services Oversight & Accountability Commission

PART A	
Information Technology Service Division	
Position No: 475-550-1402-901	Date:
Class: Information Technology Specialist One I	Name:
Subject to Conflict of Interest: Yes	CBID: R01
Description of the position's organizational setting and major function: Under the general supervision of the Chief Information Officer (CIO) and Information Security Officer (ISO), The Information Technology Specialist I (ITS I), limited term position will assist in all aspects of the Commission's Information Security Program and helps to maintain its network and infrastructure. The ITS I is responsible for developing plans, policies, procedures, and standards related to the Commission's Information Security Program in compliance with State and Federal guidelines. This role will also require helping with the administration and maintenance of critical networks and servers. The ITS I must possess strong written and verbal communication skills and knowledge of State security policies.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	IT Security Plans, Policy, Procedures, and Standards In collaboration with the ISO, develop and maintain System Security Plans, policies, procedures, and standards as required by the State Information Management Manual (SIMM 5300), the State Administrative Manual (SAM) and the Federal Bureau of Investigation's Criminal Justice Information Security (FBI CJIS). Identify and provide support for remediations. The ITS I will analyze new policy requirements and recommend administrative and technical solutions to bring the Commission into compliance with new standards.
25%	Network/Server Administration Contribute to the routine maintenance and service of the Commission's critical networks and servers. Assist with upgrading of components, applying needed patches, and architecting enhancements and efficiencies. Assist with PowerShell scripting of small tools.
20%	Continuous Monitoring and Event Management In collaboration with the ISO, assist in the design and implementation of the Commission's Continuous Monitoring, Event Management, and MITRE ATT&CK Framework implementation. The ITS I helps in reviewing logs from the SIEM and resolving security risks that arise.
10%	IT Security Consulting The ITS I will act as a security Subject Matter Expert in evaluating projects and procurement for adherence to State laws and industry best practices. This includes reviewing and making recommendations to the ISO ensuring that all procurement, grants, and contracting efforts

	address information security requirements consistent with the Commission's Information Security Program.
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NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned
OTHER	
Include schedule (hybrid, in office, hours required if set schedule), if travel is needed, etc.	

Position No: 475-		Date:			
Class:		Name:			
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					x
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					x
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					x
WALKING: Within the department to various units.			x		
SITTING: Work station; meetings; training.					x
STANDING: Copy documents; review records.		x			
BALANCING:	x				
CONCENTRATING: Review documentation for accuracy; complete forms.					x
COMPREHENSION: Understand content of meetings, trainings and work discussions; facilitate the dynamic of team work.					x
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					x
LIFTING UP TO 10 LBS:			x		
LIFTING 10-25 LBS:	x				
LIFTING 25-50 LBS:	x				
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					x
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					x
CARRYING: Transport documents.		x			
CLIMBING: Stairs.	x				
BENDING AT WAIST: Use copier; access low file drawers.			x		
KNEELING: Access low file drawers.		x			
PUSHING OR PULLING: Open and close file drawers.		x			
HANDLING: Sort paperwork; distribute mail.		x			
DRIVING: Special events.	x				
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					x
WORKING INDOORS: Enclosed office environment.					x
WORKING OUTDOORS: Special events.		x			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		x			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____