DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME	Name	**EFFECTIVE DATE**	Month, Day, Year
UNIT	Enterprise Architecture (Network Security)	**POSITION NUMBER**	300-914-1414-004
CLASSIFICATION	Information Technology Specialist II (Network Security Technical\Project Lead)		

SCOPE

Under the general direction of the Enterprise Architecture Information Technology Network and Security Manager, the Information Technology Specialist II (ITS II) acts as a team lead on complex information technology systems regarding the network, network security, and cloud security. The ITS II effectively provides a high level of independence and leads all efforts in system administration, maintenance, in-depth analysis, decision making, designing and implementing complex network security configurations, troubleshooting network services, network security, and cloud security for Finance's Microsoft Azure Cloud Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Microsoft Office 365 Software as a Service (SaaS), along with Finance's on-premises such as:

- Cisco Systems Catalyst network switches
- Fortinet Fortigate Firewall systems
- Fortinet FortiAP Wireless systems

ESSENTIAL FUNCTIONS

70%

Enterprise Architecture

- Configures and troubleshoots network issues and equipment, including but not limited to Cisco system LAN switching and Fortinet wireless networking
- Administers, monitors, and troubleshoots network security issues (e.g., Fortinet firewall, and FortiEDR Endpoint Protection, Netskope CASB, Microsoft Sentinel, Azure Network Security Groups (NSG), Azure Firewall Policies, and Microsoft Defender Security Administration (e.g., Exchange Online Security, Microsoft Cloud App)
- Administers, monitors, and troubleshoots endpoint security technology (e.g., CyberArk Endpoint Protection EPM, Fortinet FortiEDR, and Microsoft Defender)
- Participates in the development of IT security procedures and policies
- Communicates effectively, verbally and in writing, and present analyses, proposals, alternatives, and recommendations to management
- Prepares various ad hoc and miscellaneous reports, memos, and other relevant data.
- Evaluates, recommends, and implements new technologies
- Serves as a technical lead for network security initiatives involving Fortinet, Cisco, Microsoft Azure, and enterprise identity solutions.
- Designs and implements advanced or complex network security configurations.
- Provides independence and expert-level troubleshooting and root-cause analysis for major security incidents.
- Establishes and maintains enterprise security baselines, configuration standards, and documentation.
- Acts as a subject-matter expert and provide technical guidance to ITS I and/or ITA staff during troubleshooting or deployments.

20%	**Project Management** • Leads and manages enterprise-level projects• Develops project plans, milestones, and deliverables • Provides status reports on a weekly, monthly, or ad hoc basis • Provides independent decision-making for networking and security projects. • Designs and Architects project solutions. • Develops technical standards, baselines, or procedures.
5%	Provide after-hours technical support during peak workload periods and other related duties as required.
5%	**Help Desk Support** Provide second-level technical support by addressing complex issues reported by end-users.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess knowledge of cloud computing concepts, network (WAN/LAN) concepts, and network and cloud computing security concepts which consist of the following vendor-specific technologies:

Knowledge of:

- All knowledge and abilities of the Information Technology Specialist I classification; and
- Emerging technologies and their applications to business processes
- Business or systems process analysis, design, testing, and implementation techniques
- Techniques for assessing skills and education needs to support training, planning and development
- Business continuity and technology recovery principles and processes
- Principles and practices related to the design and implementation of information technology systems
- Information technology systems and data auditing
- The department's security and risk management policies, requirements, and acceptable level of risk
- Application and implementation of information systems to meet organizational requirements
- Project management lifecycle including the State of California project management standards, methodologies, tools, and processes
- Software quality assurance and quality control principles, methods, tools, and techniques
- Research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes
- State and federal privacy laws, policies, and standards
- Microsoft Azure Cloud Security Administration (e.g., Microsoft Sentinel, Azure Network Security Groups, Azure Firewall Policies)
- Microsoft Office O365 Defender Security Administration (e.g., Exchange Online Security, Microsoft Cloud App)
- Cisco Systems LAN\WAN Switching Administration
- Fortinet Wireless Administration
- Fortinet Fortigate Firewall Security Administration
- Fortinet FortiEDR Endpoint Remediation Security Administration
- Netskope Cloud Access Security Broker (CASB) Administration
- CyberArk Endpoint Management Security Administration SIGNATURES

Ability to:

- Recognize and apply technology trends and industry best practices
- Assess training needs related to the application of technology
- Interpret audit findings and results
- Implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data
- Apply principles and methods for planning or managing the implementation, update, or integration

of information systems components
- Apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management
- Monitor and evaluate the effectiveness of the applied change management activities
- Keep informed on technology trends and industry best practices and recommend appropriate solutions
- Foster a team environment through leadership and conflict management
- Effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives
- Analyze the effectiveness of the backup and recovery of data, programs, and services

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		**DATE**	

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME			
SUPERVISOR SIGNATURE		**DATE**	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		**DATE**	