

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification Information Technology Specialist II	Working Title Enterprise Infrastructure Security Engineer
Name of Incumbent	Position Number 280-353-1414-037
Section/Unit Enterprise Security Operations / Security Management Group	Supervisor's Name
Division Infrastructure Service Division (ISD)	Supervisor's Classification IT Manager I
Branch Information Technology Branch (ITB)	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <i>Click here to enter text.</i>
	Revision Date 4/12/2019

2. REQUIREMENTS OF POSITION

Check all that apply:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> Call Center/Counter Environment |
| <input checked="" type="checkbox"/> May be Required to Work in Multiple Locations | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input checked="" type="checkbox"/> Travel May be Required | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements (*e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.*)

May be required to move certain equipment. Some overnight travel may be required.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Business Technology Management | <input checked="" type="checkbox"/> IT Project Management | <input type="checkbox"/> Client Services |
| <input checked="" type="checkbox"/> Information Security Engineering | <input type="checkbox"/> Software Engineering | <input checked="" type="checkbox"/> System Engineering |

Under the general direction of the Information Technology (IT) Manager I, the Information Technology (IT) Specialist II works as a security Architect in the Employment Development Department's (EDD) Infrastructure Services Division (ISD), within the Security Management Group (SMG). The incumbent serves as a lead technical specialist in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.

The IT Specialist II performs a wide range of high-level technical tasks requiring innovative problem-solving and undertakes a variety of roles, from subject matter expert in security strategy, to lead specialist in security oversight activities for ongoing projects. The incumbent mentors, trains and supports section staff to ensure adherence to EDD's security standards and methods, and to make certain that projects are completed in a timely manner.

Civil Service Classification
IT Specialist II

Position Number
280-353-1414-037

The incumbent acts as an Architect on systems software/hardware projects, and/or on information systems. The incumbent may work independently as a high level architect on more complex system assignments associated with EDD business applications, or may serve as a leader within project teams on infrastructure services and engineering systems projects.

The incumbent contributes toward the growth of the Information Technology Branch (ITB) into a customer-focused service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.

3. DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage
of Duties

Essential Functions

45%

Performs Architect level technical tasks in architecting and in support of the Infrastructure Support Division's lines of business, and serves as system lead on a monthly rotating basis with other architects. Performs the following:

- Serves as the lead of security risk assessments and forensic services on new and existing enterprise IT infrastructure.
- Researches, develops, and leads rapid prototype / proof of concept initiatives to test solutions and build major infrastructure related projects to ensure security architecture is in alignment with National Institute of Standards and Technology (NIST) 800-53, Federal Information Processing Standards (FIPS) Publication 199, and Internal Revenue Service (IRS) Publication 1075.
- Manages applications, upgrades, third-party application software, and application security, including detection and prevention of account phishing, web application security issues, host access control and packet filtering.
- Integrates and/or provides required security controls for performance, stability, supportability and high availability for the following: Border Routers, Firewalls, Intrusion Detection Systems (IDS), Intrusion Prevention Systems (IPS), Virtual Private Networks (VPN) devices, Software Architecture, and De-Militarized Zones (DMZ).
- Facilitates the development and documentation of the baseline technical architecture and sustainable target architecture which is aligned with the enterprise strategic management plan.
- Serves as a project lead, senior architect, and technical mentor for secure design, development, and review of architectural framework, principles, plans, standards, and procedures to be followed in the design and development of enterprise business processes, information, applications, technology, and information security and networking.
- Develops secure strategies, roadmaps, and approaches to transition from the baseline to the target architecture.
- Produces, formalizes and maintains documentation and operational guides for security controls including but not limited to: Multi Factor Authentication, Encryption, Malware, Web Filtering, Penetration Testing, Security Information and Event Management (SIEM) Monitoring, and Data Loss Prevention (DLP).
- Configures and reports application monitoring and statistics.

45%

Responds to most complex escalated Enterprise break/fix server and client problems by investigating and troubleshooting to resolve issues and close with Root Cause Analysis. Acts as a technical lead, architects, and mentors less experienced staff for department system upgrades and enhancements including but not limited to: Antivirus, Rogue System Detection, Mobile Device Management, Encryption, and Data Loss Prevention. Architects and supports the evaluation and testing of hardware and software for the server/client infrastructure and systems. Architects, mentors and supports Agency server/client infrastructure refresh and technology enhancements throughout the state.

Civil Service Classification
IT Specialist II

Position Number
280-353-1414-037

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Supervisor's Signature

Date

7. HRSD USE ONLY

Classification and Pay Group (CPG) Approval

Duties meet class specification and allocation guidelines.

CPG Analyst initials	Date approved
NSW	1/21/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

[Click here to enter text.](#)

** AFTER SIGNATURES ARE OBTAINED:

- SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE
- PROVIDE A COPY TO THE EMPLOYEE