

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER <b>30040</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Enterprise Technology Solutions</b>	
UNIT NAME <b>Information Security Office</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>707 3rd Street, West Sacramento, CA 95605</b>	
CIVIL SERVICE CLASSIFICATION <b>Information Technology Specialist I</b>	POSITION NUMBER <b>306-072-1402-149</b>	CBID <b>R01</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>E</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday-Friday, 8 AM to 5 PM</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>Security Risk and Compliance Specialist</b>	TIMEBASE <b>Full Time</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: <u>English</u>	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under direction of the Information Technology (IT) Supervisor II, the IT Specialist I in the Department of General Services, Enterprise Technology Solutions, within the Information Security Engineering domain, the Security Risk and Compliance Specialist is responsible for various tasks related to security policy development, security control analysis, security risk management, security awareness, and security incident response. The individual in this position will work closely with the security team and other stakeholders to ensure the confidentiality, integrity, and availability of the organization's information assets.

**SPECIAL REQUIREMENTS**  Medical Clearance  Background Clearance  Typing  DMV Pull Notice  Drug Testing  
 Vehicle Home Storage Permit  Driver's License and Class (specify below in Description)  Certificate (specify below in Description)  
 Professional License (specify below in Description)  Other (specify below in Description)

**Background Clearance**

This position and/or location requires background investigation clearance.

**Telework**

The employee must reside in California.

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Develops and maintains security policies, standards, and procedures based on industry best practices and regulatory requirements. Act as a subject matter expert on Security Control frameworks such as SAM/SIMM, NIST 800-53, IRS Publication 1075 and HIPAA; Conducts regular reviews and updates of security policies to address emerging threats and technology advancements ; Assesses the effectiveness of existing security controls through regular reviews and audits; Identifies vulnerabilities and weaknesses in the organization's security posture and develop

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

PERCENTAGE	DESCRIPTION
	remediation plans, and monitor progress towards achieving compliance through a Plan of Action and Milestones(POAM) ; Works closely with stakeholders to develop risk mitigation strategies and implement security controls to minimize identified risks; Monitors and analyzes relevant security legislation, regulations, and standards; Assesses the impact of new or updated security regulations on the organization's policies, procedures, and controls; Provides recommendations on maintaining compliance with applicable security requirements.
25%	Develops and delivers security awareness programs to educate employees on security best practices, policies, and procedures; Designs and delivers training sessions on various security topics, including data protection, password hygiene, and social engineering awareness; Plans and executes simulated phishing campaigns to assess the organization's susceptibility to social engineering attacks; Analyzes the results of phishing simulations to identify areas for improvement and develop targeted training and awareness initiatives.
20%	Evaluates the security posture of third-party vendors(Software as a Service and Commercial of the Shelf) and partners through risk assessments and due diligence of privacy and security practices; Assesses contract risk and alignment with departmental security policy and regulatory requirements; Develops and implements processes for monitoring and mitigating third-party security risks; Develops and implements a comprehensive third-party risk management program, including due diligence assessments and ongoing monitoring; Collaborates with procurement and legal teams to ensure security requirements are included in contracts and agreements with third parties.
15%	Assists in the development and maintenance of an incident response plan; Participates in security incident response activities, including incident detection, analysis, containment, eradication, and recovery; Collaborates with relevant teams to ensure effective incident response and coordination.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Performs other duties as assigned by the DGS Deputy Chief Information Security Officer, including but not limited to, meetings with professional organizations, researching IT security trends and best practices, and staying updated on the latest security threats, attack vectors, and tactics techniques and procedures.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS** Travel (Specify the percentage in the travel box below)

Will be required to report to the office as needed/required.

May be required to respond after hours and on weekends in the event of an emergency.

Professional working environment.

**DESIRABLE QUALIFICATIONS**

The ideal candidate will have a strong understanding of information security frameworks and standards such as NIST 800-53, SAM/SIMM, IRS Publication 1075, and HIPAA, as well as risk management principles and compliance monitoring practices. Candidate should possess the ability to develop and maintain security policies, analyze and interpret security regulations, and communicate complex security concepts to both technical and non-technical

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

audiences. Candidate should have strong analytical and problem-solving abilities, attention to detail, and excellent written and verbal communication skills, while being able to work independently and collaboratively in a demanding environment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED