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		**EFFECTIVE DATE**	
UNIT	Enterprise Architecture (Network Security)	**POSITION NUMBER**	300-914-1402-011
CLASSIFICATION	Information Technology Specialist I (Network Security Technical)		

SCOPE

Under direction of the Enterprise Architecture Information Technology Network and Security Manager, the Information Technology Specialist I (ITS I) acts as project and support staff on complex information technology systems regarding the network, network security, and cloud security. The ITS I effectively support all efforts in system administration, maintenance, in-depth analysis, 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

75%	**Enterprise Architecture** • Configure and troubleshoot network issues and equipment, including but not limited to Cisco system LAN switching and Fortinet wireless networking • Administer, monitor, and troubleshoot 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) • Administer, monitor, and troubleshoot endpoint security technology (e.g., CyberArk Endpoint Protection EPM, Fortinet FortiEDR, and Microsoft Defender) • Participating in the development of IT security procedures and policies • Communicate effectively, verbally and in writing, and present analyses, proposals, alternatives, and recommendations to management • Prepare various ad hoc and miscellaneous reports, memos, and other relevant data.
10%	**Project Management** • Supports and manages enterprise-level projects • Develops project plans, milestones, and deliverables • Provides status reports on a weekly, monthly, or ad hoc basis
10%	• 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 Associate classification; and
- Information technology governance principles and guidelines to support decision making
- Complex and mission critical business processes and systems
- Principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices
- System specifications design, documentation, and implementation methodologies and techniques
- 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:

- Formulate and recommend policies and procedures
- Perform effectively in a fast-paced environment with constantly changing priorities
- Establish and maintain project priorities
- Apply federal, state, department, and organizational policies and procedures to state information technology operations
- Apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems
- Positively influence others to achieve results that are in the best interests of the organization
- Consider the business implications of technology to the current and future business environment
- Communicate change impacts and change activities through various methods
- Conduct end-user training
- Collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements
- Assess situation to determine the importance, urgency, and risks to the project and the organization
- Make decisions which are timely and in the best interests of the organization
- Provide quality and timely ad hoc project information to executives, project team members, and stakeholders
- Develop decision making documents
- Assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs

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	Hoai Van Nguyen		
SUPERVISOR SIGNATURE		**DATE**	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		**DATE**	