CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

[x] PROPOSED

[ ] CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH General Counsel	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 106 - 1414 - 002
DIVISION/UNIT Information Security Office	CLASS TITLE Information Technology Specialist II
INCUMBENT NAME Vacant	WORKING TITLE Security Architect

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general direction of the Security Services Manager, the incumbent serves as a Security Architect for the CalSTRS' BenefitConnect pension administration system. The incumbent will provide leadership and technical expertise in the design and blueprinting of security controls; security monitoring and threat management; and communicate the security direction for compliance, auditing, and risk management strategies. This position is in the Information Security Engineering, IT Project Management, System Engineering, and Software Engineering domains.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	ESSENTIAL FUNCTIONS
35%	**Threat Detection and Response** • Construct advanced searches using the SIEM programming language and regular expressions to perform data mining and provide actionable security intelligence and context to diverse security event information gathered from various large scale, highly complex server, networking, and hosted computer systems. • Develop dashboards, reports, and alerts for the purpose of security monitoring, advanced threat defense, incident investigation, incident response, and a wide range of security analytics including the detection of policy violations, unauthorized access, and suspicious activity. Automate the delivery of alerts, reports, and dashboards to streamline threat analysis, incident response and remediation capabilities.
35%	**Information Security Architecture** • Develop, document, and diagram the strategic technical vision for BenefitConnect information security infrastructure and communicate this vision to management and other technical staff. • Assist in the development and maintenance of the BenefitConnect information security infrastructure strategic plans. • Leverage ISO technical staff and information security industry research tools to evaluate trends, contact other information security professionals to gather information for bench marking and to enhance the understanding of information security challenges and opportunities. • Provide expert-level advisement for proposed changes to information security architecture, controls, tools, and/or services. • Provide quality assurance for information security infrastructure designs, diagrams, and other technical documentation to ensure adherence to the information security infrastructure vision.
15%	**Technical Architecture** • Oversee the implementation of the information security strategic vision and security controls. • Work directly with solution architects, the project core team, and vendor staff to ensure architecture designs comply with the information security policies and standards and adhere to the information security infrastructure vision. • Lead or participate in quality assurance reviews of project/program architectural designs and deliverables. • Assist in information security architecture governance and compliance activities including reviewing and approving variance requests. • Consult with solutions architects and use guidelines, standards, and roadmaps to ensure solutions fit across all architectural domains. • Provide technical expertise and architectural guidance to project and program teams.

10%	**Enterprise Architecture** • Produce a variety of daily/weekly/monthly statistical and management summary reports. Develop and deliver oral and written communications to individuals, teams, and department-wide groups. Present project requests, changes, and status updates to internal governance councils and executive management. • Participate in the creation of governing principles, guidelines, standards, framework, and methodologies that guides solution decision making as related to the business and information security architecture.
5%	**MARGINAL FUNCTIONS** • Define, develop and document information security policies, standards, and procedures. • Stay current with security threats, zero-day attacks, and industry trends. • Attend, participate, and lead meetings. • Make oral and written presentations. • Mentor, train, and guide technical staff.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the Competency Guide on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing, bending, sitting, kneeling
- Work in a high rise building, in a security operations center with restricted access
- Ability to use a computer keyboard several hours a day
- Ability to read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED