

**California Department of Food and Agriculture
Information Technology Services Division
Information Technology Specialist II
Duty Statement**

I. Program/Position Identification

The Information Technology Services Division (ITSD) is responsible for the oversight and management of all information technology and telecommunications activities including, but not limited to, information technology, information security (InfoSec), and telecommunications personnel, contractors, systems, assets, projects, purchases, and contracts. ITSD is tasked with ensuring compliance with state information technology policy and conformance to state information technology and telecommunications policy and enterprise architecture. The range of services that ITSD provides encompasses the areas of Technology Governance, Applications Development Services, Customer Support and Services, IT Infrastructure Operations, Enterprise Architecture, Procurement, and Information Security. ITSD provides IT services to over 2,000 employees in eight major program areas as well as executive and administrative staff distributed over 100 locations throughout the state including district and field offices in 32 counties, two extraterritorial offices in Hawaii and Arizona, and 16 agricultural stations at the state's borders.

Under general direction of the Agency Information Security Officer (AISO), the Information Technology Specialist II (IT Specialist II) works as a security specialist in the Information Security Office (ISO) to perform operational, analytical, and procedural tasks for ITSD. The incumbent must have strong working knowledge of statewide information security initiatives, policies, standards, requirements, Technology Letters, the strategic direction for statewide information security, and detailed and proficient working knowledge and skills in server, networking, storage, and cloud delivery services, as well as IT security and control frameworks and reporting processes.

Classification:	Information Technology Specialist II
Working Title:	Senior Information Security Operations Specialist
License or Other Requirement:	None
Position Number:	014-005-1414-002
Division/Branch/DAA:	ITSD/Information Security Office (ISO)
Location:	Sacramento, CA
Date Prepared:	April 2026
Work Hours/Shift:	Monday through Friday, 8am to 5pm

II. Essential and Non-Essential Job Functions

A. Essential Functions:

Function #1: InfoSec Operations, Maintenance, and Support – 45%

- Evaluate, identify, configure, test, implement, optimize, troubleshoot, and maintain InfoSec tools, including but not limited to endpoint protection platform/endpoint detection and response (EPP/EDR) solutions, vulnerability management services, security information and event management (SIEM) solutions, anti-phishing and security awareness platforms, web application firewall (WAF) services, dynamic application security testing (DAST) solutions, and identity and access management (IAM) services as needed.
- Assist infrastructure engineers and application developers in establishing and maintaining operational procedures, practices, standards, and guidelines as required by InfoSec policies and requirements.
- Monitor for, respond to, and mitigate, remediate, and/or resolve information security risks, threats, and incidents using approved procedures and tools, ensuring proper notification of affected parties, documentation of activities performed, and results achieved in the Department's approved IT service management tools.
- Troubleshoot and resolve InfoSec tool and service performance and operational issues, contacting and collaborating with peers and vendors as needed.
- Monitor and respond to incoming requests for InfoSec-related services from Departmental employees and users to ensure continuous, timely, and appropriate service delivery.
- Lead peers in using appropriate tools and services to maintain the security, performance, and information accuracy of endpoint devices, including assuring that solution agents and other software tools are kept up to date and secure.
- Conduct InfoSec-related confidential investigations as required, and serve as a central point of contact to internal and external investigative entities.

Function #2: InfoSec Planning, Research, Analysis, and Reporting – 35%

- Conduct InfoSec system planning activities, developing and identifying recommended actions, task assignments, timelines, durations, and expected outcomes to ensure full and proper implementation of tools and services as needed.
- Create, configure, and update InfoSec system performance reports and ensure appropriate report distribution to stakeholders as needed.
- Assist peers in performing and reporting on system and InfoSec-related risk assessments, identifying potential or actual risk scenarios, vectors, events, severities, frequencies, and probabilities, including identifying and making

recommendations on activities and controls to provide and support risk reduction.

- Assist peers in performing security-based reviews and developing associated gap analyses and recommendations regarding third-party software and hardware usage requests and related security controls.
- Create and maintain system documentation on a continual basis to ensure proper system functionality and service expectations and outcomes.

Function #3: Policy and Procedure Development and Maintenance – 15%

- Create, update, and maintain InfoSec policies based on, and in compliance with, State Administrative Manual (SAM) Chapter 5300, Statewide Information Management Manual (SIMM) Section 5300, and corresponding National Institute of Standards and Technology (NIST) and Federal Information Processing Standards (FIPS) guidelines, plans, and frameworks.
- Create, update, and maintain InfoSec procedures to formalize common practices and/or in support of established policies to maintain compliance with SAM 5300, SIMM 5300, NIST, and FIPS.

B. Non-Essential Functions:

Function #1: Miscellaneous Duties – 5%

- Perform other job-related duties as requested by supervisor.

III. Work Environment

The duties of this position are primarily conducted indoors in an office environment. The incumbent will have a workstation with modular furniture, an adjustable rolling chair, a computer with various software programs, a telephone with voicemail, and stationary filing drawers and bins. The position requires the ability to sit for extended periods of time and operate a personal computer utilizing a mouse and keyboard.

The incumbent must be able to give presentations, participate in meetings, and interact with other staff. They must also be able to: push buttons on a keyboard, calculator, photocopy machine, facsimile machine, and telephone; grasp papers, small objects, and manuals; access upper and lower files and cabinets; and exert up to 15 lbs. of force occasionally and/or a negligible amount of force frequently in order to move or position objects.

Travel to various CDFA facilities and sites throughout the State as needed using various means of transportation systems; overnight stays and weekend and off-shift work may be required.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy.

IV. Employee's Statement

(Initial applicable statement)

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I can perform the duties of this job without Reasonable Accommodation.

OR

_____ I have read and understand the duties and essential functions of the position. I understand Reasonable Accommodation¹ and how it applies to essential functions. I will need Reasonable Accommodation to perform one or more of the essential functions described in this duty statement.

Employee Signature² Date

Supervisor Signature Date

Printed Name

Printed Name

CC: Employee
Official Personnel File
Supervisor's Drop File

¹ A reasonable accommodation is an adjustment or modification to a job or workplace that allows qualified employees or prospective employees to perform the essential functions of the job successfully.

² Duties of this position are subject to change and may be revised as needed or required. If/when duties change, you will be provided a revised duty statement to sign.