

DUTY STATEMENT

State Compensation Insurance Fund

Employee's Name (First, Last)	
Program Enterprise Security	Work Unit Technical
Position's Authorized Classification (and Range) Information Technology Specialist I	Report To IT Supervisor II
Position Title Enterprise Security Analyst	Oracle Position #
Incumbent Appointment Classification	CBID R01
<input type="checkbox"/> The incumbent is underfilling the position in the Select from list: _____ classification. S/he will be given additional/appropriate training, direction, and feedback	FLSA Status <input type="checkbox"/> Covered, Work Week Group 2 <input checked="" type="checkbox"/> Not Covered, Exempt WWG <input checked="" type="checkbox"/> E or <input type="checkbox"/> SE

PURPOSE/SCOPE:

Briefly describe or summarize the position's major functions. Why the position exists? Typically includes the following:

- Intent/Purpose of the position
- Degree of direction/supervision (Under what direction)
- Nature and level of the work

Example: Under direction (*degree of supervision*), perform the full range (*scope*) of varied, sensitive**, and complex** (*level of work*) analytical and consultative work necessary to effectively administer the program's _____ function (*reason for the position*).

** "Sensitive" and "Complex" should be defined

Under the direction of the IT Supervisor II (Enterprise Security Manager (Technical)), the IT Specialist I (Enterprise Security Analyst) is responsible to:

- Lead complex or participate in the most complex** security projects and/or assignments related to security incident response and security awareness. Ensure that the end product or service is delivered on schedule and within scope
- Effectively manage projects to ensure that the end product or service is delivered on schedule and within scope and established budget
- Evaluate proposals for the most complex** system solutions and application version upgrades/enhancements and make recommendations that support security needs
- Act as a security technical advisor/resource to State Fund members
- Provide leadership in identifying, investigating, and recommending opportunities to incorporate emerging technology tools, practices and techniques to improve the security of business functions

Supervisor's Statement: I have discussed the duties of the position with the employee		
Supervisor's Name (Print)	Supervisor's Signature	Date
Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy		
Employee's Name (Print)	Employee's Signature	Date

Duty Statement Origination or Revision Date May 28, 2026

KEY RESULTS/ESSENTIAL FUNCTIONS: Specifically describe the 3-5 Key Results (or Essential Functions) of the position in order of their importance to achieve the purpose/scope of the position.

Each Key Result/Essential Function description should have statement(s) consisting of

1	2	3
An <u>action verb</u> : What is done? Define or elaborate on common vague words (e.g., "coordinates", "monitors", "assists")	The immediate <u>object</u> of the action	The <u>reason</u> for the action: Why?

In all aspects of performing the following Key Results/Essential Functions the incumbent will

- comply with the Code of Conduct and
- maintain regular and predictable attendance and/or communication availability during working hours.

The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.

45%

1) Lead complex or participate in the most complex** security projects and/or assignments related to security incident response and security awareness. Ensure that the end product or service is delivered on schedule and within scope.

(This is an essential function of the job)

- a. Investigate and analyze security incidents and provide recommendations.
- b. Provide security awareness to the organization
- c. Share threat intelligence with IT.
- d. For assigned security implementation projects:
 - Coordinate/Lead the process of collecting, reviewing, and analyzing business requirements, recommending solutions, preparing design specifications.
 - Implement security design solutions, as approved by management.
 - Develop and maintain business stakeholder relationships to facilitate the planning and delivery of IT solutions (collaboration).
 - Coordinate and consult with software vendors for product utilization. Evaluate vendor software packages.
 - Exercise leadership in identifying, investigating and recommending opportunities to incorporate emerging technology tools, practices and techniques to improve the security of business functions.

** most complex consist of features including but not limited to the following:

- Highest potential cost/investment or savings;
- Significantly impacts large numbers of people (customers, employees) on a long-term or continuing basis as a result of major adjustments to practices and processes or adoption of new one
- Highest potential for regulatory exposure where State Fund is subject to investigation or enforcement proceedings
- Scope of the work involves planning, developing, and implementing technological security solutions that are essential to the mission (“mission-critical”) of State Fund
- Guidelines are broadly stated and non-specific, requiring extensive interpretation, judgment and ingenuity in interpreting guidelines that do exist and in developing applications/solutions
- Decisions regarding the work to be done include largely undefined issues and elements (including emerging technology tools, practices and techniques) and requires extensive probing and analysis to determine the nature and scope of the problems.
- Decisions contribute to the solutions of complex problems, architecture reviews or strategic and tactical plans

25%

2) Effectively manage projects to ensure that the end product or service is delivered on schedule and within scope and established budget.

(This is an essential function of the job)

a. Establish controls (e.g., project work plans, schedules and risk analysis) and monitoring means to ensure the timely completion of project objectives and deliverables.

b. Manage budgeting, prioritize workloads, verify business rules and business processes, and assign tasks.

c. Maintain and update project schedules to reflect current project information and statistics.

d. Collaborate with Business Project Leader/Liaison/team members.

15%

3) Evaluate proposals for complex system solutions and application version upgrades/enhancements and make recommendations that support security needs.

(This is an essential function of the job)

a. Conduct systems analysis of business processes. Evaluate current and proposed information and business process flows and business requests for applications/systems.

b. Evaluate proposals for security requirements and make recommendations to Management.

15%

4) Act as a security technical advisor/resource to State Fund members.

(This is an essential function of the job)

a. Advise external consultants as needed.

b. Effectively facilitate the transfer of knowledge from external consultants to State Fund employees.

c. Mentor State Fund members.

5)

100%

KNOWLEDGE AREAS:

REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

Proficient knowledge of Information security policies, standards, principles, practices, and frameworks

Working knowledge of State Fund standard software applications (word, excel, MS project, visio)

Proficient knowledge of customer service principles

Proficient knowledge of the approval process and change management processes for Information Technology projects, data processing systems, and design

Proficient knowledge of State Fund Information Technology principles, current trends, methods and practices

Proficient knowledge of project management principles

Working knowledge of State Fund's organization and business policies/practices

Proficient knowledge of the Security Domains

Proficient knowledge of the Security Triad (confidentiality, integrity, availability)

Working knowledge of the Secure-Systems Development Life Cycle (S-SDLC)

Proficient knowledge of State Fund auditing policies and procedures

SKILLS/ABILITIES:

- Ability in providing assistance, advice, and guidance to project team members
- Ability to troubleshoot and respond to incoming service requests
- Ability to take into account State Fund's business perspective in proposing and designing IT solutions
- Ability to learn and apply new technology information quickly and effectively
- Ability to work closely and harmoniously with users on projects
- Ability to communicate effectively (both orally and in writing)
- Ability to use good judgment and to make/support sound decisions
- Ability to coordinate and facilitate group discussions and make presentations
- Ability to work on multiple projects and tasks
- Ability to lead projects
- Ability to evaluate vendor software packages
- Ability to coordinate and consult with software vendors for product utilization
- Ability to write detailed technical documentation
- Ability to delegate work assignments at the appropriate level of responsibility
- Ability to develop work plans and other project management documents to monitor work projects

WORK ENVIRONMENT:

Physical Requirements

Incumbent works in the usual office environment.

Computer data entry, frequent light lifting, bending, reaching, carrying, and telephone work; mobility to various working areas

Travel

Travel may be required.

Travel may include, but not be limited to, plane, bus, van, taxi, or car.

Travel to various work sites and locations for training and/or meetings.

Travel may occasionally be from overnight to five days in duration.

Emergency call backs

Emergency call backs may be needed.

Work Hours

Work hours may vary.