

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**POSITION DUTY STATEMENT**  
BU: 1 & Non-represented

EMPLOYEE	CLASS TITLE: Information Technology Specialist II WORKING TITLE: Cyber Policy and Strategy Planner	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Homeland Security Division (HSD)/California Cybersecurity Integration Center (Cal-CSIC) / Cyber Policy and Strategy Team	POSITION NUMBER: 163-420-1414-xxx	CBID: R01
TENURE: Limited Term	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	ALTERNATE RANGE: A	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input checked="" type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. SUPERVISION RECEIVED: The Information Technology Specialist II (ITS II), Cyber Policy and Strategy Planner receives general direction from the California Cybersecurity Integration Center (Cal-CSIC) Commander and Deputy Commander; however, guidance may also come from the Lead Policy and Strategy Planner.		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Frequent sitting for long periods of time in an office-setting environment with the use of a telephone and personal computer. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. Occasional travel may be required.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The incumbent will have daily contact with a variety of individuals, including California Governor's Office of Emergency Services (Cal OES) staff, representatives from state and federal agencies (i.e., Department of Technology, Chief Information Officers (CIOs) and Chief Information Security Officers (CISOs) from both public and private sectors), consultants, vendors, local government officials, and private non-profit organizations representatives.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of this position may result in the department's inability to ensure consistency and compliance with applicable state and federal laws, rules, and regulations related to IT cyber policies and planning. It could lead to project delays, increased costs, and compromised system integrity, ultimately impacting the organization's ability to achieve its strategic goals and maintain trust with stakeholders.		
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: When requested to fill an operational assignment and until demobilized, the following duties will be performed, and your regular duties may temporarily cease:  When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.  May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), or other similar location to provide assistance in emergency response and recovery activities.		

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

All staff is required to complete operational related training and may participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful conditions; work effectively and cooperatively under pressure; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

At Cal OES, the Cyber Policy and Strategy Planning Team of the California Cybersecurity Integration Center (Cal-CSIC) plays a critical role in supporting Cal-CSIC's mission to reduce cyber threats and attacks in California. This branch is responsible for a diverse range of technical and strategic services that support Cal-CSIC's operations and effectiveness.

Under the general direction of the Cal-CSIC Commander and Deputy Commander, and the guidance of the Lead Cyber Policy and Strategy Planner, the Information Technology Specialist II (ITS II) develops, communicates, implements, and maintains statewide cybersecurity plans, strategies, and policies that align with statewide cybersecurity initiatives, statutes, and regulatory requirements, in collaboration with Cal OES partner agencies.

Responsibilities include:

- Developing, communicating, and implementing statewide cybersecurity plans, playbooks, strategies, and policies tailored to Cal-CSIC's mission.
- Ensuring alignment with statewide cybersecurity initiatives, statutes, and regulatory requirements.
- Serving as a subject matter expert in analyzing, responding to, and briefing on proposed cybersecurity-related legislation, regulations, statutes, and initiatives impacting Cal-CSIC.
- Providing expert insights and recommendations to support legislative and regulatory compliance for Cal-CSIC operations.
- Participating in the planning, oversight, and implementation of the Statewide Cybersecurity Task Force and associated subcommittees in support of Cal-CSIC goals.
- Collaborating with stakeholders to drive cybersecurity initiatives and ensure effective policy implementation for Cal-CSIC.
- Supporting the development, planning, and implementation of key aspects of state and federal cybersecurity grant programs and initiatives relevant to Cal-CSIC.
- Ensuring cybersecurity-related grant programs align with Cal-CSIC's overall strategies and objectives.
- Working closely with Cal OES partner agencies and other stakeholders to coordinate cybersecurity efforts for Cal-CSIC.
- Fostering relationships and collaborations to enhance Cal-CSIC's cybersecurity posture across the state.

The incumbent plays a crucial role in developing, communicating, and implementing California's cybersecurity strategies and policies in support of Cal-CSIC's mission. This position contributes significantly to strengthening the state's cybersecurity posture by focusing on policy development, strategic planning, and inter-agency coordination, operating primarily within the Business Technology Management and IT Project Management domains.

The Information Technology Specialist II leverages expertise in these domains to enhance California's overall cyber resilience, improve inter-agency coordination, and ensure alignment with state and federal cybersecurity standards and best practices.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p><b>STATEWIDE CYBERSECURITY STRATEGY AND POLICY DEVELOPMENT</b>  Responsible for assessing, developing, communicating, and implementing statewide cybersecurity plans and policies aligned with NIST, FIPS, state/federal laws, and SIMM/SAM guidelines. Conducts research to improve and draft statewide cybersecurity strategy components and policy proposals. Coordinates with stakeholders to draft, review, and implement cybersecurity strategies and plans. Develops and communicates technically sound proposals supporting statewide cybersecurity initiatives. Analyzes cybersecurity trends and best practices to ensure strategies reflect current technologies and frameworks. Provides subject matter expertise on emerging technologies, and the risks and threats associated with these technologies, including but not limited to Artificial Intelligence (AI), Machine Learning (ML), and quantum computing. Recommends strategic plan changes based on emerging cybersecurity challenges. Promotes cybersecurity awareness and principles within Cal-CSIC's strategic mission.</p>
35%	<p><b>STATEWIDE CYBERSECURITY PLANNING, ANALYSIS, AND REPORTING</b>  Monitors federal and state cybersecurity legislation and policy changes and coordinates with partners to ensure statewide cybersecurity plans remain aligned and compliant. Summarizes and informs leadership of pending and passed legislation. Responsible for drafting complex analyses of state legislation and compliance plans. Coordinates with legal and policy teams to interpret laws and ensure compliance within statewide cybersecurity plans and strategies. Provides strategic input on budget, workforce planning, and budget change proposals (BCPs). Prepares status reports on the implementation of cybersecurity legislation and initiatives. Collaborates with state agencies to track and report on compliance progress. Applies project management frameworks to oversee project timelines, deliverables, and stakeholder engagement, ensuring initiatives are executed efficiently and effectively. Implements risk management frameworks to identify, assess, and mitigate potential risks associated with cybersecurity initiatives and compliance efforts. Maintains and tracks tasks through the appropriate tracking system(s), ensuring comprehensive documentation. Prepares and delivers detailed presentations that highlight the strategic impacts of IT and cybersecurity advancements to stakeholders, utilizing both in-person engagements and virtual meeting tools.</p>
20%	<p><b>CYBERSECURITY TASK FORCE, SUBCOMMITTEES, AND GRANTS</b>  Supports the planning and management of the California Cybersecurity Task Force (CCTF) and its subcommittees by drafting objectives for CCTF subcommittees for governance approval. Tracks progress on subcommittee objectives and compiling status reports for the Cal-CSIC Commander, Homeland Security Deputy Director, Cal OES Director, and CCTF Governance Board and manages project timelines and deliverables to ensure alignment with strategic goals. Coordinates with stakeholders to facilitate effective communication and collaboration, ensuring projects are completed on time and within scope. Coordinates with the CCTF management platform vendor on program requirements. Plans, organizes, and speaks at CCTF events as well as collaborates with subcommittee chairs.</p>
5%	<p><b>PROFESSIONAL DEVELOPMENT</b>  Maintains and upgrades professional and technical skills by engaging in ongoing research and professional development activities, ensuring awareness of current industry standards and best business practices, and emerging technologies such as AI and ML. Applies new insights and best practices to Cal-CSIC processes to support continuous service improvement and operational effectiveness. Develops and maintains expertise in cybersecurity trends, tools, and methodologies, and participates in ongoing Cal-CSIC and Cal OES cybersecurity training and incident response procedures to ensure readiness and compliance with mandated requirements.</p>

Percent of Time	MARGINAL FUNCTIONS
5%	<p><b>OTHER JOB-RELATED DUTIES AS REQUIRED</b></p> <p>Performs other job-related duties as required to fulfill Cal OES's mission, goals, and objectives. Additional duties may include but are not limited to: (a) assisting where needed within the department and program, which may include special assignments; public speaking; (b) complying with general State and Cal OES administrative reporting requirements (i.e., completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.</p>
<b>ADDITIONAL INFORMATION</b>	
<p>Must have a valid Driver's License and is required to participate in the Department of Motor Vehicles' Pull Notice Program.</p> <p>The ideal candidate for this position should possess the following preferred skills and qualifications:</p> <ul style="list-style-type: none"> <li>• Possess a valid cybersecurity-related professional certification such as CompTIA Security+ or equivalent from an industry-recognized source.</li> <li>• Preferred certifications include GIAC Strategic Planning, Policy, and Leadership (GSTRT) or ISC<sup>2</sup> Certified, Risk, and Compliance (CGRC).</li> <li>• In-depth knowledge of cybersecurity-related state and federal laws, rules, regulations, policies, and standards.</li> <li>• Familiarity with state SIMM/SAM standards, as well as national standards such as the NIST Cybersecurity Framework, Incident Response Framework, and Risk Management Framework.</li> <li>• Familiarity with California state legislative and budget cycles.</li> <li>• Exceptional interpersonal skills are required to build strong relationships and communicate effectively.</li> <li>• Familiarity with the functions and organizations of California state government is preferred.</li> <li>• Excellent leadership, communication, and project management skills.</li> </ul> <p>In summary, the ideal candidate will possess a strong combination of technical expertise, interpersonal skills, and knowledge of the public sector, to excel in this role.</p>	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEYING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS: Office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public, Cal OES staff, and other state or governmental agencies. Ability to analyze complex problems and recommend effective courses of action using initiative, resourcefulness, and good judgment.

Fosters a culture of excellence in customer service aligned with the goals and objectives outlined in Cal OES' Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external inquiries, follow through on commitments, and solicit and consider internal and external customer feedback when completing work assignments and fulfilling job responsibilities.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

*I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.*

*I have read and discussed these duties with my supervisor:*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*I certify that the above accurately represents the duties of the position:*

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Title