

# California Department of Tax and Fee Administration

## DUTY STATEMENT

☐ CURRENT  
☐ PROPOSED

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| SCHEDULE TO BE WORKED/WORKING HOURS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | EFFECTIVE DATE                                |                                            |
| CIVIL SERVICE CLASSIFICATION<br><b>Information Technology Specialist III</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PRIMARY DOMAIN<br><b>Information Security</b> | WORKING TITLE<br><b>Security Architect</b> |
| DIVISION/OFFICE/UNIT<br><b>TSD/Information Security Office</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SPECIFIC LOCATION ASSIGNED TO                 |                                            |
| SEERA DESIGNATION<br><b>Managerial</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | BARGAINING UNIT<br><b>01</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | WORK WEEK GROUP<br><b>E</b>                   | CERTIFICATES REQUIRED<br><b>None</b>       |
| FINGERPRINTS/ BACKGROUND CHECK REQUIRED<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | BILINGUAL POSITION<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SUPERVISION EXERCISED<br><b>Act as lead</b>   |                                            |
| INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | POSITION NUMBER (Agency-Unit-Class-Serial)    |                                            |
| <p><i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |                                            |
| <p>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</p> <p>Under the direction of the Chief Information Security Officer (CISO), Information Technology Manager II (IT Manager II), the Information Technology Specialist III (IT Specialist III) serves as the Security Architect for the California Department of Tax &amp; Fee Administration (CDTFA). In this role, the Security Architect provides expert level technical leadership on enterprise security architecture across the department.</p> <p>The Security Architect functions as a principal technical authority for security architecture, including cloud, network, systems, applications, and browser security, along with data security, privacy and security by design practices, and the development of information security standards.</p> <p>Close collaboration with IT and business leaders is required to ensure that enterprise systems, data, integrations, and platforms are designed and operated securely, in alignment with applicable State and Federal regulatory requirements, information security frameworks, and industry accepted best practices. The Security Architect also provides technical workload direction and guidance to Information Security Office team members and reviews output to ensure alignment with security architecture, standards, and processes. Continuously monitors and maintains expert level knowledge in the evolving cyber threat landscape and in enterprise risk architecture and management.</p> <p><b>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</b></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |                                            |
| PERCENTAGE OF TIME SPENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |                                            |
| 45%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b><u>ESSENTIAL JOB FUNCTIONS</u></b></p> <p>Develops and maintains enterprise security architecture, risk architecture, and data security including architecture diagrams, data lineage, data classification and categorization, and security controls documentation. Architects logging and continuous monitoring requirements to support threat detection and cyber incident response. Leads secure and resilient solution design for cloud, and hybrid environments aligned with Zero Trust, statewide policies, regulatory requirements, NIST frameworks and industry accepted best practices. Ensures security architecture aligns with organizational mission, system dependencies, and enterprise risk management strategy. Designs secure and resilient environments with appropriate identity access and management (IAM) based on least privilege, application &amp; service protocols, device identity, user identity, segmentation, encryption, and monitoring controls to support accountability and governance. Ensures enterprise security architecture encompasses technology recovery processes, plans, and testing. Maintains ongoing architectural reviews, control evaluations, threat modeling, and security impact analysis.</p> |                                               |                                            |
| 40%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Develops and maintains enterprise security standards supporting enterprise security, data protection, and risk architecture. Contributes to the system Authorization to Operate (ATO) process by developing Systems Security Plans (SSPs), documenting security controls, system boundaries, data flows, security assessments, and providing risk based architectural analysis and recommendations. Collaborates with Infrastructure Security, engineering and administration teams to oversee and validate the implementation of security controls and architectural designs. Ensures security architecture aligns with enterprise data governance frameworks and statewide data management policies. Designs and oversees the enterprise vulnerability management program.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |                                            |

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| POSITION NUMBER (Agency-Unit-Class-Serial)                                                                                                                                               |                                                                                                                                                                                                                                                                                                                               | Page 2 of 2               |
| 10%                                                                                                                                                                                      | Serves as a senior technical advisor to executives, program managers, and IT leadership on enterprise security, data protection, and risk architecture. Represents the organization in statewide workgroups and interagency initiatives. Prepares and delivers technical briefings, demos, and executive level presentations. |                           |
| 5%                                                                                                                                                                                       | <b><u>MARGINAL JOB FUNCTIONS</u></b><br>Perform other job-related duties as required.                                                                                                                                                                                                                                         |                           |
| <b>WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):</b>                                                                                                      |                                                                                                                                                                                                                                                                                                                               |                           |
| <b>Work Environment:</b> <ul style="list-style-type: none"> <li>Position may be located in a secure high-rise building.</li> </ul>                                                       |                                                                                                                                                                                                                                                                                                                               |                           |
| <b>Physical Abilities:</b> <ul style="list-style-type: none"> <li></li> </ul>                                                                                                            |                                                                                                                                                                                                                                                                                                                               |                           |
| <b>Additional Requirements/Expectations:</b> <ul style="list-style-type: none"> <li>Work long, irregular or after hours as required.</li> <li>Travel required 5% of the time.</li> </ul> |                                                                                                                                                                                                                                                                                                                               |                           |
| <b><i>I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.</i></b>              |                                                                                                                                                                                                                                                                                                                               |                           |
| PRINT EMPLOYEE NAME                                                                                                                                                                      | EMPLOYEE'S SIGNATURE                                                                                                                                                                                                                                                                                                          | DATE                      |
| <b><i>I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.</i></b>                             |                                                                                                                                                                                                                                                                                                                               |                           |
| PRINT SUPERVISOR NAME                                                                                                                                                                    | SUPERVISOR'S SIGNATURE                                                                                                                                                                                                                                                                                                        | DATE                      |
| HRB Approval Date: 02/19/2026                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                               | C&P Analyst Initials: LLM |