

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

PROPOSED

COMMAND/ORGANIZATIONAL UNIT Technology Infrastructure Section		DIVISION Information Management Division			
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Specialist III		BARGAINING UNIT M01	TENURE Limited-Term	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-043-1415-958		CURRENT DATE 02/07/2025			
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO		CONFIDENTIAL DESIGNATION ☐ YES ☒ NO		FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY			DATE

FUNCTION OF POSITION
Under the administrative direction of the Information Technology Manager II - Commander, the Information Technology Specialist III is responsible for the overall network architecture of the Department, with a mastery focus on the design and implementation of the California Highway Patrol's (CHP) statewide reporting system, CalCrash. The Information Technology Specialist III will maintain a deep expertise in network architecture, security best practices, and a strong understanding of the complexities involved in integrating diverse systems. The CHP network infrastructure supports an environment of 20,000 endpoint devices, 250 physical locations, and 25 911 dispatch centers for the Technology Infrastructure Section.

SUPERVISION RECEIVED
The Information Technology Specialist III reports directly to and receives the majority of their assignments from the Information Technology Manager II.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
35%	SYSTEM ENGINEERING: Lead the development and maintenance of the statewide CalCrash reporting system network and security architecture. Design and maintain a secure and scalable network architecture to support the required volume of external agency connections . Manage implementation requirements including bandwidth requirements, latency, and security protocols. Develop and maintain the CHP CalCrash application's detailed network connectivity requirements and specifications for external agencies, ensuring seamless integration with external agencies and CHP's Offices of Primary Interest (OPI). Define virtual private network configurations, firewall rules, and authentication mechanisms while collaborating with CalCrash application developers and security engineers to ensure the network and security architecture aligns with the application requirements and security considerations of the statewide system. Conduct rigorous testing and validation of the network infrastructure to ensure performance, reliability, and security through load testing, penetration testing, and vulnerability assessments. Develop, document, and maintain network disaster recovery plans for the statewide reporting system, ensuring business continuity in the event of a network outage.
25%	SYSTEM ENGINEERING: Develop and maintain a comprehensive enterprise network architecture road map aligned with the CHP's strategic goals. Define standards, best practices, and technology selections for all network components (i.e., local area network/wide area network, wireless, security). Lead the evaluation and selection of network hardware and software, ensuring compatibility, scalability, and security. Conduct proof-of-concept testing, vendor evaluations, and cost-benefit analysis. Create and maintain detailed network diagrams and documentation and ensure accuracy and accessibility for the Network Security Group (NSG). Document network topologies, configurations, and Internet Protocol addressing schemes, provide expert guidance and consultation to information technology (IT) project teams on network related matters, and ensure projects adhere to the enterprise architecture standards. Maintain knowledge on emerging network technologies and trends, while proactively identifying opportunities to improve the department's network infrastructure.
15%	INFORMATION SECURITY ENGINEERING: Assess and analyze complex business and system requirements for CalCrash to develop cost effective and secure network solutions for the Department. Develop concept papers, plans,

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	budgets, schedules, standards, and policies. Meet with technical staff and management to schedule resources, develop timelines, and resolve issues; prepare documentation, proposals, and justifications such as feasibility studies, procurement documents, technical specifications, network equipment installations, and configurations. Collaborate with others to research, evaluate, and recommend emerging technology solutions. Develop high level system designs, specifications, and documentation to implement complex IT solutions. Assist on projects with system integration through the broad understanding of CHP's networks, servers, and IT architecture. Serve as an expert technical advisor to business programs. Evaluate and recommend new network technologies.
10%	INFORMATION SECURITY ENGINEERING: Integrate security best practices into all network architecture designs, ensuring the confidentiality, integrity, and availability of data. Implement firewalls, intrusion detection prevention systems, and industry standard security controls. Develop and maintain network security policies and procedures, ensuring compliance with industry best practices and regulatory requirements (e.g., National Institute of Standards and Technology, personally identifiable information, criminal justice information system). Collaborate with the NSG security team and the CHP's Information Security Officer to conduct regular security audits and assessments of the network infrastructure. Maintain expert knowledge of the latest security threats and vulnerabilities, while proactively identifying and mitigating potential risks.
10%	CLIENT SERVICES: Develop training materials, plans, processes, procedures, and manuals for users and technical staff regarding network security and support functions. Train technicians on network technologies or topics. Lead technical reviews or seminars to increase staff awareness and knowledge regarding specific CHP network policies and procedures. Provide knowledge transfer to management and technical staff on network infrastructure technologies employed at CHP. Effectively communicate orally and in writing at all levels of the Department including stakeholders, vendors, customers, managers, staff, and the public. Lead and participate in conferences, meetings, or presentations involving issues of considerable consequence.
	<u>Non-Essential Functions</u>
5%	Other duties, within the scope of the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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