



ALRB
AGRICULTURAL LABOR
RELATIONS BOARD

Duty Statement

ALRB-HRO-9, Version 1

☒ **CURRENT**
☐ **PROPOSED**

Classification Title	Division
Information Technology Specialist II	Administration and Technology Services
Working Title	Branch/Office/Unit/Section
Information Security Officer	Information Technology Services Office
Position Number	Name and Effective Date
013-330-1414-002	

General Statement: Under the general direction of the Information Technology Manager (ITM) I part of the Information Technology Services Office (Office) in the Administration and Technology Services Division (Division) within the Agricultural Labor Relations Board (ALRB), the Information Technology Specialist II will be responsible for establishing and maintaining a comprehensive Information Security Program in compliance with State Administrative Manual (SAM) 5300, Statewide Information Management Manual (SIMM) 5300, and Cal-Secure. This includes developing all necessary security policies, standards, guidelines, and procedures to ensure the confidentiality, integrity, and availability of ALRB information assets. The incumbent works closely with the ALRB business and technology teams to support an enterprise-wide alignment with statewide security mandates, including annual security assessments, meeting compliance requirements, and completion of reports. Duties include, but are not limited to, the following:

A. Specific Assignments [w/ Essential (E) / Marginal (M) Functions]

45% (E) Information Security Program Development, Implementation, and Evaluation

Coordinate with and advise the Division's Career Executive Assignment, B (CEA-B) and Office staff on the development, implementation, and revisions of security policies, procedures and processes. Ensure security policies and standards are in compliance with SAM 5300 and SIMM 5300. Complete the quarterly Risk Register and Plan of Action and Milestones report. Lead the development of corrective actions to address identified risks and monitor implementation. Conduct or participate in required statewide annual security self-assessments per SIMM guidance.

Establish and maintain a vulnerability management program that addresses vulnerability detection and threat mitigation. Lead the processes for reporting, logging and coordinating responses to incidents affecting the security of the ALRB's resources.

30% (E) Security Architecture and Governance

Manage the design, documentation, implementation, and continuous operation of security technologies. Review architectural diagrams before and after system changes or enhancements to validate security controls. Identify risk and work with Office staff on mitigation solutions. Manage progress toward higher maturity levels for Zero Trust Architecture.

Configure, update, upgrade and maintain firewalls, operating systems, patching and backups according to best security and privacy standards. Conduct periodic reviews of access control, identification and authentication documentation, separation of duties matrices, and related governance artifacts. Develop security analytics for transactional and access control governance to help detect and prevent fraud, exposure, or inappropriate access through data capture and analysis.

10% (E) Incident Response and Technology Recovery

Develop and implement incident monitoring and response procedures for unauthorized access or data misuse. Serve as a primary point of contact for ALRB staff to report suspected or confirmed information security incidents. Intake incident reports, investigate and process incidents, prepare and file incident reports and corrective action plans using the California Compliance and Security Incident Reporting System. Coordinate with the ITM I and ALRB staff to confirm that the appropriate containment and reporting activities are performed and required notifications are provided to the ALRB's executive team and oversight agencies within the mandatory time frames.

10% (E) Privacy Program

Design, develop, implement information security and privacy programs. Institute security and privacy policies and procedures, including the delivery of security and privacy awareness training to employees, conducting periodic phishing exercises, and disseminating quarterly security awareness notices. Set data classification standards and oversee implementation across systems, applications, and business units. Report privacy breaches within mandated notification timelines. Develop mitigation strategies in conjunction to prevent future breaches.

5% (E) Professional Development and Representation

Maintain current knowledge of information security threats, vulnerabilities, and industry trends, with emphasis in areas relevant to ALRB's security program. Research and evaluate emerging security technologies, tools, and practices and recommend improvements or enhancements to existing controls and processes as appropriate.

Attend quarterly State Information Security Officer and other security industry specific meetings as required. Ensure compliance with applicable federal and California statutes, regulations, policies, standards, and frameworks, including SAM, SIMM, NIST Cybersecurity Framework, International Organization for Standardization and International Electrotechnical Commission as applicable to ALRB operations.

Participate in professional development training, as well as tasks, meetings, and activities that support programmatic and workplace diversity, equity, and inclusion.

B. Headquarters Designation

Headquarters Office, Sacramento, CA 95814

C. Supervision Received

The incumbent will receive assignments and directions from the ITM I; however, assignments and directions may come from the CEA-B.

D. Supervision Exercised

None; however, the incumbent may functionally oversee and direct the work of contractors.

E. Administrative Responsibility

The incumbent may functionally oversee and direct the work of contractors and provide leadership over the planning and implementation of projects and systems. The incumbent will identify and mitigate areas of risk within ALRB's technology portfolio. The incumbent will actively engage in the identification and implementation of process improvement within the Office to support ALRB's mission and goals.

F. Personal Contacts

The incumbent will have frequent contact with various levels of staff at ALRB, Labor and Workforce Development Agency, contractors, staff at other state and federal departments and internal and external stakeholders. The incumbent will be expected to develop and maintain professional and cooperative working relationships and represent the ALRB.

G. Actions and Consequences

Failure to adequately perform the outlined duties listed above may result in the loss of availability, integrity or confidentiality of ALRB operational systems and informational assets. The incumbent is responsible for actions that could have a serious detrimental effect on the operating efficiency of the undertaking or function. The consequence of error at this level may result in the loss of data, user dissatisfaction, and impacts to ALRB, project, or work unit, and related support units. Consequences include operational downtime, loss of business continuity, and poor customer service and performance.

H. Functional Requirements

The incumbent is a Work Week Group E/SE employee and is expected to work an average of 40 hours per week, Monday through Friday, 8:00AM-5:00PM; however, may be expected to work specified hours based on business needs of the ALRB and/or the Division.

The incumbent is expected to work indoors. While indoors, temperature and humidity will generally be controlled and consistent with a typical office environment. Daily access to and use of a computer, keyboard, mouse, and telephone is essential. Occasional lifting of 10-15 pounds may be required.

The incumbent is required to take all State and Division mandatory trainings, as well as abide by the policies and procedures set forth by the ALRB.

In all job functions, the incumbent is responsible for creating an inclusive, safe, and secure environment that values diverse cultures, perspectives and experiences, and is free from discrimination. The incumbent is expected to provide all members of the public equitable services and treatment and work toward improving outcomes for all Californians.

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Administration and Technology Services Division

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I. Other Information

The incumbent shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others. This incumbent will maintain consistent and regular attendance, communicate effectively (both orally and in writing) when dealing with the general public and/or other employees, develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment, and adhere to departmental policies and procedures.

Conflict of Interest (COI) - This position is subject to COI Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program - The incumbent shall participate in DMV's EPN Program, which is a process for providing the ALRB with a report showing the driver's current public record as recorded by the DMV, and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or license, added to the driver's DMV record.

Travel - The incumbent is required to travel within the State of California by various methods of transportation.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Equal Employment Opportunity Officer.)

Employee Signature

Date

Employee's Printed Name – Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name – Classification

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