

STATE OF CALIFORNIA – DEPARTMENT OF FINANCIAL PROTECTION AND INNOVATION
POSITION DUTY STATEMENT
DFPI-HR0 203 (Rev. 08-21)



NAME [Employee]	EFFECTIVE DATE [Actual Start Date]
CLASSIFICATION TITLE Information Technology Specialist I	POSITION NUMBER 410-113-1402-004
WORKING TITLE Security Operations Specialist	DIVISION/OFFICE/UNIT/SECTION Information Technology Services Division (ITSD) / Security Unit
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the general direction of the Chief Information Security Officer (CISO), the Security Operations Specialist is responsible for implementing, operating, and maintaining programs relating to departmental security, incident response, and protection of DFPI network infrastructure. Duties include, but are not limited to, the following:

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

35% Network Monitoring (E)

- Proactively monitor department network including review of server logs, firewall activity, systems activity, and system alerts.
- Investigate network outages and attacks on DFPI systems, analyze security incidents, and provide solutions to ensure maximum availability of DFPI networks.
- Identify vulnerabilities and other potential issues, providing technical advice and implementing solutions.
- Follow State protocol on Incident Reporting regarding security incidents involving theft or loss of equipment.
- Assist with the prompt and appropriate actions on all CA ISO Security Advisories, IT Policy Letters, Management Memos, and Budget Letters that pertain to information security.
- Ensure the appropriate safeguarding and use of DFPI information resources.

25% Network Maintenance (E)

- Ensure the security of and assist in maintaining network infrastructure including firewalls, switches, virtual machines, Wi-Fi access points, intrusion detection and prevention systems, security applications, and other devices.
- Assist with penetration, vulnerability, and other testing to ensure integrity of DFPI systems.
- Research and suggest solutions to improve overall business and technology continuity.
- Implement, audit, and remediate vulnerabilities of controls for data and network access.

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21) Page 2 of 4

20% System Engineering (E)

- Work independently and under direction in small teams as a technical specialist to test, integrate, implement, enhance, and maintain the infrastructure.
- Assist with the implementation of new features to support our business objectives while maintaining a secure environment.
- Work with the CISO and other ITSD staff to ensure configurations of network devices meet security requirements including implementation of security zone/networks and assist in network vulnerability and risk assessments.
- Identify gaps and vulnerabilities and provide recommendations to ensure effective IT planning and implementation.

15% Client Services (E)

- Stay current on the evolving threat landscape, as well as emerging security technologies, trends, and best practices
- Assist with the development and maintenance of IT policies, procedures, and standards to ensure compliance with state regulations and security industry best practices.
- Perform special projects related to security and privacy and consult with other DFPI units to provide expertise on related subject matters, including review of contracts and application code to ensure compliance with security standards.
- Maintain compliance with all information security and privacy procedures, processes, and reporting requirements in the State Administrative Manual (SAM) Chapter 5300 and Statewide Information Management Manual (SIMM) as applicable.

5% Miscellaneous (M)

- Perform other related duties as required

B. Supervision Received

The Security Operations Specialist reports to and receives assignments from the CISO. Direction and clarification on tasks will occasionally come from the Senior Information Security Officer (SISO) or Senior Security Operations Specialist (SSOS), and the California Dept of Technology's Office of Information Security (OIS).

C. Supervision Exercised

None

D. Administrative Responsibility

None

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21) Page 3 of 4

E. Personal Contacts

The Security Operation Specialist represents the Security Unit when communicating with internal stakeholders and the DFPI when communicating with external stakeholders.

Stakeholders include DFPI executive staff, DFPI peers and management, state control agencies, state and federal auditors, other Information Security Officers, California Highway Patrol, and law enforcement agencies.

F. Actions and Consequences

The actions of the incumbent have a direct impact on the confidentiality, integrity, and availability of departmental assets and data and all work activity should be conducted with the aim of improving the strength of the Department's security and the protection of the consumers we serve.

All DFPI employees are expected to conduct themselves in a professional manner, demonstrating respect for others they encounter during work-related activities and any time they represent the Department. Additionally, all employees are responsible for promoting a safe and secure workplace, free from discrimination, harassment, and inappropriate conduct.

Failure to uphold these standards may cause financial harm to California consumers, exposure of sensitive consumer data, loss of time in correcting errors, and reputational harm to the Department.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control.

The use of a personal computer, telephone, copier, and shredding machine is essential to the duties of this position. The position requires typing and mouse use, sitting and standing consistent with office work, light lifting of no more than 25 lbs., and occasional use of stairs.

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21) Page 4 of 4

H. Other Information

Exercise good judgment in decision-making, protect the confidentiality of consumer and department data, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. Employees must work well with others under changing priorities and work irregular hours when workload dictates.

Regular attendance and punctuality are essential. Possess good written and verbal communication skills. The incumbent may be required to travel infrequently to other DFPI facilities (Sacramento, San Francisco, Los Angeles, and San Diego) by various methods of transportation.

CONFLICT OF INTEREST

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

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 Health & Safety analyst.)

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