

**Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Technology Services Infrastructure and Operations Branch Infrastructure and Operations Section Security Operations Group 
Position Number 441-175-1402-059	Telework Option Hybrid
Classification Information Technology Specialist I	Working Title Security Engineer
Supervision Exercised N/A	Location Sacramento
Conflict of Interest: Yes ☒ No ☐	Fingerprint/Live Scan: Yes ☐ No ☒
Revision Date August 2026	Effective Date

Mission and Vision

HCAI is a leader in collecting data and disseminating information about California's healthcare landscape, promoting an equitably distributed health workforce, and publishing valuable information. The Department does this through five areas of program - Affordability, Workforce, Data, Facilities, Financing.

HCAI's mission is to expand access to quality, equitable, affordable health care for all Californians by supporting high value delivery systems, resilient health facilities and workforces, and actionable health information and strategies.

HCAI's vision is a healthier California where all receive equitable, affordable, and quality health care.

General Description

Under the direction of the Information Technology Supervisor II, Security Operations Group (SOG) the Information Technology Specialist I (ITS I) works as part of the SOG maintaining the configuration, administration, and monitoring of the SOG's security systems and tools. Identifies and dissects highly targeted attacks and other suspicious activity using a variety of network-based tools. Provides accurate and rapid reporting of in-depth technical analysis results in written form. Research potential exploitation methods. Identifies and analyzes network security appliance logs. Provides mitigation suggestions in the context of a security incidents, as it relates to the technical analysis of PHISHING, Malware, Anti-Virus, or other artifacts. The ITS I works in the Information Security Engineering domain.

This position is supporting work related to BH Connect, which is a 5-year funded program awarded to HCAI.

Department of Health Care Access and Information Duty Statement

Essential Job Functions

35% Security Engineering

Monitor and assess security controls of information systems on an ongoing basis, documenting changes, conducting security impact analyses, and reporting system security statuses to management. Communicate and collaborate with other technical staff (workstation, system, and network administrators) during incident response and/or meetings. Collaborate with staff to explain and recommend usage capabilities for development of IT policies and procedures. Research, design, and implement improvement to security tools to better protect HCAI assets.

30% Incident Remediation and Triage

Identify and dissect highly targeted attacks and other suspicious activity using a variety of network-based tools such as network access control and Security Identity and Event Management (SIEM). Provide accurate and rapid reporting to management of in-depth technical analysis results in written form. Research and deep dive into potential exploitation methods such as Phishing and Ransomware. Identify and analyze network security appliance logs. Provide mitigation suggestions in the context of a security incidents, as it relates to the technical analysis of PHSIHING, Malware, Anti-Virus, or other artifacts

20% Vulnerability Management

Maintain process for hardening of servers, workstations, O365, applications, on-prem tools and other HCAI environments. Conduct vulnerability scans of HCAI systems; conduct ongoing system and account access audits; and respond to external data sources regarding HCAI assets.

10% Technology Evaluation and Consulting

Research new and emerging network and server technologies and assess the benefits and impact on business operations. Analyze and provide recommendations to executive leadership on opportunities available with Infrastructure as a Service, Platform as a Service, and Software as a Service. Act as HCAI technical representative on multi-departmental task forces, technology forums, advisory committee, etc. that are sponsored by other departments and/or agencies. Participate in the development and implementation of policies and procedures regarding systems, equipment, maintenance, and monitoring. Provide consultation to management, project team members, ISD specialists and business unit representatives on system, network and server technologies and methodologies. Formulate recommendations based on alternative technology solutions. Provide analysis for procurement of network-related software and hardware. Meet with Division customers to determine customer service and technology needs; e.g., service-level agreements and server systems acquisitions and upgrades. Consult with vendors.

Marginal Job Functions

- 5%** Performs related duties, special assignments, and program support activities consistent with the classification and level of responsibility of the position

Physical Demands

Department of Health Care Access and Information
Duty Statement

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.

Working Conditions

Requires use of computing devices and phones, frequent face-to-face contact with management, staff, consultants and the public, verbal, written and digital (e-mail) communication, extensive review, analysis and preparation of electronic and written documents, assessment of practical demonstrations, mobility to various areas of the Department, occasional travel and overnight stays to training/conferences or the Los Angeles field office may also be required, and work hours may deviate from core business hours based on the service requirements of the Department.

Employee Statement

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of this duty statement.

Employee Name	Employee Signature	Date Signed

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date Signed