

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

PROPOSED

COMMAND/ORGANIZATIONAL UNIT Technology Infrastructure Section/Network Security Unit		DIVISION Information Management Division			
CIVIL SERVICE CLASSIFICATION TITLE Information Technology Specialist II		BARGAINING UNIT R01	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-043-1414-003		CURRENT DATE 06/30/2026			
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 general direction of the Information Technology Manager I, the Information Technology Specialist II is responsible for providing master-level technical knowledge, support, and administration for the Network Security Unit (NSU). The Information Technology Specialist II acts in a lead capacity on complex network security projects, systems feasibility studies, procurements, designs, and implementations. The Information Technology Specialist II provides general information technology (IT) expertise to technical staff and consultants who manage, support, maintain, secure, and optimize the CHP network infrastructure, which supports an environment of 20,000 endpoint devices, 250 physical locations, and 25 911 communications centers for the Technology Infrastructure Section/NSU.

SUPERVISION RECEIVED
The Information Technology Specialist II reports directly to and receives the majority of their assignments from the Information Technology Manager I. However, direction and assignments may also come from the Information Technology Manager II.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

PERCENTAGE OF TIME PERFORMING DUTIES	
	<u>Essential Functions</u>
20%	SYSTEM ENGINEERING - Security Architecture: In conjunction with a team of professional network administrators and the Network Support Unit supervisor; the Information Technology Specialist II will be expected to be the technical leader in all things information security for the Department. To be successful, the Information Technology Specialist II will need to be able to: Plan, organize, and coordinate the activities required for all phases of the Systems Development Life Cycle for the California Highway Patrol's (CHP) enterprise network infrastructure and services; conduct research, selection, installation, configuration, and maintenance of network infrastructure devices (i.e., switches, routers, firewalls, sensors, uninterrupted power supplies, Voice over Internet protocol) that may improve the Department's network capacity or security; establish, create, and maintain security standards consistent with industry standards; provide a high level of technical skills and knowledge of current industry standards, security rules and regulations, best practices, and procedures regarding network routing, security, infrastructure architectures, and troubleshooting procedures; and provide leadership in systems designs across many areas of technology.
20%	SYSTEM ENGINEERING: In conjunction with a team of professional systems administrators and security operators; the Information Technology Specialist II will be expected to be the technical leader in network security operations. To be successful, the Information Technology Specialist II will need to be able to: Lead small to medium size project teams in product evaluation, testing, and implementation of new systems and technologies in both the laboratory and production environment; provide mastery level skills in enterprise network architectures, network monitoring and management systems, troubleshooting techniques, firewall rules, and routing/switching protocols; provide leadership and mentorship for the journey level and entry level members of NSU in preventing network connectivity issues; be responsible for coordinating security operations teams; and monitor, tune, and report on all network security points across the Department. The Information Technology Specialist II will be expected to report on activities, utilization, and incidents, as well as plans for future installations, configurations, and maintenance work on network security equipment and associated management tools. Provide technical oversight for NSU.

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Information Technology Specialist II

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20%	SYSTEM ENGINEERING - System Integration: In conjunction with a team of professional security operators and network administrators, the Information Technology Specialist II will be expected to be the technical leader in network and network security technology. To be successful, the Information Technology Specialist II will need to be able to: Assess and analyze complex business and system requirements to develop cost effective and secure network solutions for the Department; develop concept papers, plans, budgets, schedules, standards, and policies for medium to large scale projects with departmentwide impact; meet with other 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 installation, and configuration; 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; and evaluate and recommend new network technologies.
20%	INFORMATION SECURITY ENGINEERING - Security Engineering and Architecture: Establish, create, and maintain secure network standards consistent with and in compliance with industry and state standards; formulate, plan, and maintain secure IT networking strategies and policies that impact the entire organization; and collaborate with others to research, evaluate (test), and provide technical guidance and recommendations regarding network and network security enhancements and new technologies to CHP management.
15%	INFORMATION SECURITY ENGINEERING: 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 that increase staff awareness and knowledge regarding specific CHP network policies and procedures; provide knowledge transfer to management and technical staff on network infrastructure technologies being 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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