State Compensation Insurance Fund
Duty Statement

## Position Information

**Employee Name:**

**Position Title:**
Cybersecurity Enterprise Applications Manager

**Program:**
Information Technology – Network Operations

**Work Unit:**
System Services

**Classification:**
Information Technology Supervisor II

**Report To:**
Information Technology Manager I

**Collective Bargaining Identifier (CBID):**
S01

**Fair Labor Standards Act (FLSA) Status:**
Not Covered, Exempt. Work Week Group E

**Information Technology Domain(s):**
Information Security Engineering

## Special Requirements

**Conflict of Interest Designation:** Yes
*This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.*

## Program Information:

We keep the tech backbone of the State Fund business strong, secure, and running smoothly—so our teams can focus on protecting what matters most to our customers. Whether it's behind-the-scenes systems or front-line support, we're here to make sure everything works. Reliable infrastructure, responsive service, and a mindset of continuous improvement—ensuring that every system, service, and user experience reflects our dedication to excellence, reliability, and trust.

## Purpose/Scope:

Under general direction of the IT Systems Services Manager (ITM I) the incumbent develops, implements, and maintains Information Technology (IT) systems for cyber security applications such as Endpoint Detection and Response, vulnerability scanning and remediation, secure file transfers, Security Information and Event management, and User Administration security controls.

Complexity: The incumbent plans, conducts, and coordinates complex information technology assignments; designs and applies new methods and solutions and can function as a technical project manager. The incumbent will manage staff supporting enterprise technologies which currently include operational systems such as Crowdstrike, Trellix, LogRythym, and IBM Security and Identity management.

The position is authorized for 9 to 12 FTE and 3 full time consultant positions and would be jointly responsible for managing a yearly budget of approximately $15 million and maintaining vendor relationships which support these systems. The team is responsible for support on a 24/7/365 basis on a rotation and the manager would be responsible for participating in and coordinating the resolution of any issues.

## Essential and Marginal Functions:

**In all aspects of performing the following functions the incumbent will:**

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

*This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.*

**Description of Duties**

45% Essential

1. **Supervision and work planning**
    a. The incumbent supervises the Systems Services staff which is comprised of IT professionals in various IT classification levels who are responsible for the management and operations of the cyber security applications.
    b. Has full supervisory responsibility in the recruitment, training, development, and retention of technical IT staff and consultants.
    c. Assigns, monitors and controls the workload of subordinate technical IT staff and provides guidance to achieve desired outcomes.
    d. Evaluates staff resources and training needs; establishes and implements performance standards and expectations by ensuring section-wide application in the conduct of probationary reviews, annual Individual Development Plans, constructive intervention, corrective and disciplinary actions, and training to encourage and support personal and organizational growth.
    e. Ensures proper documentation of the processes and procedures for the Assigned teams within Systems Services.

30% Essential

2. **Process improvement and security compliance**
    a. As a member of the Systems Services management team, the incumbent formulates, evaluates, implements, maintains and operates the IT enterprise services that support State Fund business operations.
    b. Participates in and contributes to the establishment and maintenance of technology practices that govern the standards, processes and procedures for the analysis, design, implementation, maintenance and operation of the Systems Services Section.
    c. Develops and administers plans, processes, procedures, and standards.
    d. Directs and coordinates proper planning for IT projects and work efforts to achieve desired objectives.
    e. Ensures security policies are followed and enforced, including timely vulnerability mitigations.

15% Essential

**3. Project Plans, Budgeting, Schedules and Reporting**

a. Develops plans, assigns resources, and manages milestones for medium to large IT projects.
b. Works with vendors and procurement to plan for accurate annual hardware and software budgets, and to stay up to date on the latest technologies.
c. Prepares and presents planning and budget reports for leadership.

10% Essential

**4. Enterprise Systems Optimization and Other Responsibilities**

a. Analyze and optimize systems to ensure maximum up time and performance of Enterprise systems
b. Other tasks as required

**100%**

## Required Knowledge Areas:

- Working knowledge of a supervisor's responsibility for promoting Equal Employment Opportunity in hiring and employee development and promotion.
- Proficient knowledge of principles, practices, and techniques of personnel management and supervision to oversee the work activities of staff.
- Proficient knowledge of time management techniques to oversee efficient prioritization and completion of work unit tasks for staff and self.
- Working knowledge of team building and team-leading skills.
- Working knowledge of project management principles.
- Proficient knowledge of principles in Endpoint Security concepts and Processes
- Proficient knowledge in Security and Event Management concepts and processes
- Proficient knowledge of vulnerability Management concepts and processes

## Required Skills and Abilities:

- Ability to lead, supervise, direct, train, develop, monitor, motivate, appraise, and discipline staff.
- Ability to analyze workflow issues and distribute/delegate work to staff.
- Ability to design, plan, and implement policies, procedures, and workflow processes.
- Ability to achieve results according to objectives.
- Ability to research and analyze information and interpret laws/regulations, policies, and procedures to proactively make and implement recommendations and decisions
- Ability to resolve sensitive issues and problems.
- Ability to manage multiple projects and tasks.
- Ability to effectively work with and relate with other people.
- Ability to coordinate, facilitate, and make presentations.
- Ability to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of "stakeholders".
- Ability to handle high pressure situations while being firm but tactful.

- Ability to coordinate multiple highly technical staff in troubleshooting efforts.

## Work Environment:

**Physical Requirements:**

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.

**Travel:**

- Travel to various work sites and locations for training and/or meetings.
- Travel may occasionally be from overnight to five days in duration.

**Emergency call backs:**

- Emergency call backs.

**Work Hours:**

- Work hours may vary.
- On call availability may be needed, including 24/7 coverage as needed.

## Supervisor's Statement: I have discussed the duties of the position with the employee

| Supervisor Name (Print): | Supervisor Signature: | Date: |
|---|---|---|
| | | |

## Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

| Employee Name (Print): | Employee Signature: | Date: |
|---|---|---|
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