

State of California - Department of Social Services

DUTY STATEMENTEMPLOYEE NAME:
VACANT

CLASSIFICATION:

Student Assistant

POSITION NUMBER:

721-4870-950

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

ISD/ISPO

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Policy Risk & Compliance Bureau / Risk & Governance

SUPERVISOR'S NAME:

Celia Khamphanh

SUPERVISOR'S CLASS:

Information Technology Supervisor II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (*Explain below*)
- ☒ None
- ☐ Other (*Explain below*)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (*Check one*):

☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Information Systems Division's (ISD) mission is to develop, support, and promote the business value of IT through reliable, cost-effective business processes.

The Information Security & Privacy Office (ISPO) provides management and oversight of the CDSS Information Security and Privacy Program, ensuring protection of information assets and compliance with state and federal policies and laws

CONCEPT OF POSITION:

Under the close supervision of the IT Supervisor II and lead direction of senior Information Technology Specialists (ITSII), the Student Assistant provides foundational support to the Systems Security Plan (SSP) program. This position assists with intake, triage, documentation preparation, and data collection required for SSP reviews and audit findings. Assignments are designed to provide learning opportunities in information security compliance practices.

A. RESPONSIBILITIES OF POSITION:**40% – SSP Intake, Triage & Documentation Support**

- Triage incoming Systems Security Plan (SSP) submissions and verify required documentation is included.
- Organize SSP materials, evidence files, and data needed for senior staff assessments.
- Maintain SSP review queues and tracking lists to ensure timely processing.
- Assist senior staff in preparing SSP documentation required for oversight agencies (IRS, CDT, SSA).
- Document process and procedures.

30% – SSP Compliance Tracking & Metrics

- Update and maintain logs for SSP-related audit findings and remediation activities.
- Track deadlines for SSP deliverables and follow-up items using established templates.
- Compile status updates and produce draft SSP dashboards or summary metrics for internal review.

20% – SSP Research & Program Support

- Research SSP standards, data classification requirements, or updates to federal/state SSP guidance.
- Summarize SSP-related policy or compliance changes for senior staff.
- Assist with formatting, proofreading, and editing SSP-related reports.

10% – General Support & Learning

- Participate in SSP training, internal team meetings, and technical learning activities.
- Assist senior staff on SSP-related special projects.
- Perform other related duties as assigned.

B. SUPERVISION RECEIVED:

The Student Assistant works under the close supervision of the IT Supervisor II and receives lead direction from senior Information Technology Specialists. Work is reviewed for accuracy, completeness, and adherence to established procedures.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

Contacts are primarily with Information Security & Privacy Office staff, other ISD staff, and occasionally other program areas. Contacts are for gathering information, compiling SSP documentation, and supporting SSP compliance activities.

E. ACTIONS AND CONSEQUENCES:

Accurate and timely work supports CDSS's ability to meet SSP compliance requirements, complete assessments, and resolve audit findings. Errors or omissions could delay SSP progress or increase workload for senior staff but will be reviewed prior to external submission.

F. OTHER INFORMATION:

Employment requires current enrollment in an accredited college or university.
Fingerprint clearance is required.
Work requires use of a computer terminal approximately 80% of the time