



Office of Legislative Counsel
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Sacramento, CA 95814-3702

DUTY STATEMENT
OFFICE OF LEGISLATIVE COUNSEL
LEGISLATIVE DATA CENTER
LEGISLATIVE TECHNOLOGY BRANCH
CYBERSECURITY, NETWORK & ENVIRONMENTAL DIVISION

Job Title: Information Technology Specialist I (IT Specialist I)

Statement of Duties: Under the direction of the Information Technology Manager II (ITM II), the incumbent acts as a security engineer, performing security analysis on a complex networked environment. The incumbent assists with security projects that are of the broadest scope and provides assistance with security and development, recommendations, configuring, server and computer client hardware and software; and securing, installing and maintaining computer client hardware and software to meet the business requirements of the Legislative Data Center's customers. The IT Specialist I performs security audits on network and platform environments. Provides security risk assessments and recommends improvements, additions, and education options to mitigate customer risk. Provides systems capacity planning support to ensure optimum availability and provide for future security. Evaluates security functionality and capabilities of vendor software and hardware products to meet the technical demands of our customers' business requirements.

The IT Specialist I supports the most complex state-wide security systems installed in the LDC LAN and WAN network that are mission critical for the Legislative Enterprise. The incumbent analyzes, monitors, diagnoses and corrects security problems and implements upgrades, expansion and enhancements to the existing environment. The incumbent provides direct support to customers and management whose security issues fall under the incumbent's area of responsibility, such as performing security investigations, recommending enhancements, generating ad hoc reports, analyzing malicious software threats, prioritization of security patch deployment, and resolving security problems. Additionally, the incumbent ensures a trust relationship exists between the customers, legal counsel, and executive staff for security issues and reports incidents in an objective and professional manner.

Supervision Received: The IT Specialist I reports directly to an ITM II.

Typical Physical Demands: Sitting, keyboarding, and use of mouse. Ability to lift and move heavy objects, such as technology hardware and peripherals.

Typical Working Conditions: Cubicle workspace/shared or personal office space in an office environment. Use of PC, Microsoft Office Suite products, proprietary software systems, and general office equipment such as copy and facsimile machines, and telephone is frequent.

Shift Hours: Core business hours are 8 am – 5 pm with mandatory overtime on weekdays, weeknights, weekends, and holidays during peak periods of the legislative session. The incumbent is expected to be available during core business and after hours. Schedule may be adjusted contingent upon business needs.

Essential Functions

- 25% Assists with complex security projects using project tools and techniques to define project requirements, project costs, estimate the level of effort and calendar time required to complete each task, assign and train resources as needed to complete assigned tasks by completion dates, assist with security training outlines for resources within ISO, SAMS, NTS and other LDC sections. Monitors the progress of training development, review projects and deliverables, prepare and conduct presentations and report status as required by management and customers. Performs as a network and platform security assistant on highly complex hardware and software installation projects. Assists with planning, scheduling and designing security software installations; hardware upgrades, determining component requirements, and evaluates software and hardware options and selects and implements software and hardware products to ensure quality of service for our customers.
- 25% Performs security audits on network and platform environments. Provides security risk assessments and recommends improvements, additions, and education options to mitigate customer risk. Provides systems capacity planning and support to ensure optimum availability and provide for future security. Evaluates security functionality and capabilities of vendor software and hardware products to meet the technical demands of our customers' business requirements. Assists with managing multiple vendor contracts and vendor contacts. Performs configuration management on the complex network, platform, and security hardware and software resources to ensure a reliable, secure, and stable infrastructure. Evaluates hardware and software; including development tools using analysis methods to produce documented alternatives and a recommendation for the purpose of obtaining replacing or upgrading existing security hardware and software. Monitors and maintains documentation of project deliverables.
- 25% Assists with managing and supporting the most complex state-wide security systems installed in the LDC LAN and WAN network that are mission critical for the Legislative Enterprise. Analyzes, monitors, diagnoses and corrects most security problems and implements upgrades, expansion and enhancements to the existing environment. Evaluates and supports multi-vendor security products to ensure a secure stable infrastructure. Assists with complex projects that relate to the security of the LDC Enterprise. Provides security guidance to customers and staff for new projects or for reviews of existing implementations.
- 25% Provides direct support to customers and management whose security issues fall under the incumbent's area of responsibility, such as performing security investigations, recommending enhancements, generating ad hoc reports, analyzing malicious software threats, prioritization of security patch deployment, and resolving security problems. Ensures a trust relationship exists between the customers, legal counsel, and executive staff for security issues and reports incidents in an objective and professional manner.

Incumbents are expected to model OLC values and demonstrate the following personal characteristics:

- Establishment of effective interpersonal relationships, dealing tactfully with all OLC staff, Legislators, legislative staff, other public agencies, and members of the general public.
- Adaptability to changing work priorities and fluctuating work hours and assignments; ability to work well during stressful situations.
- Willingness to accept increasingly difficult levels of responsibility and assist in other areas of the office, as needed, and to take on special projects as they occur.

I have discussed with my supervisor the duties of the position and have received a copy of the duty statement. I certify that I am able to perform the duties of this position with or without reasonable accommodation.

Signature of Employee

Date