

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH General Counsel	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 106 - 1405 - XXX	
DIVISION/UNIT Information Security Office / Defense and Monitoring	CLASS TITLE Information Technology Manager I	
INCUMBENT NAME Vacant	WORKING TITLE Defense and Monitoring Manager	
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under the general direction of the Chief Information Security Officer (CISO), the Defense and Monitoring Manager ensures timely threat prevention, detection, and incident response through direct leadership of the Defense and Monitoring team. The incumbent provides leadership and technical expertise in the identification and mitigation of security risks to CalSTRS large scale, highly complex electronic computer systems and networks. This position involves performing duties in the Information Security Engineering, Software Engineering, System Engineering, and Business Technology Management domains.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.	
35%	ESSENTIAL FUNCTIONS Provide direct supervision and leadership to the staff assigned to the Defense and Monitoring team who are responsible for risk identification, threat detection, analysis, investigation, incident response, security architecture, security monitoring, security consulting, vulnerability management, network and application penetration testing, cloud computing and artificial intelligence security, and cybersecurity audits. Organize, prioritize, and direct staff workload. Develop annual goals and objectives as well as workload and performance measures. Oversee the activities of information security staff; establish priorities for staff and vendors assigned to team efforts; establish work standards and measurements for the team; review work for completeness, accuracy, schedule conflicts, and fulfillment of requirements. Perform employee evaluations, complete probations reports and annual appraisals; responsible for staff training and development; responsible for managing issues and risks, and reporting program status to management and customers. Conduct recurring meetings with direct reports and teams.	
35%	Oversee the research, development, implementation and ongoing maturity of security policies, standards, and procedures to strengthen cybersecurity and fortify CalSTRS security posture in alignment with Zero Trust principles. Provide recommendations to project teams, management, and business areas on compliance with CalSTRS policies, standards, and procedures. Supervise technical staff responsible for conducting regular assessments to ensure the installation and implementations of the most complex information technology software systems are consistently in compliance with CalSTRS security requirements.	
25%	Consult with and advise peers in the Information Security Office, Technology Services, and the line of business to continuously improve processes to secure the confidentiality, integrity, availability of member data and information. Attend General Counsel leadership team meetings as well as CalSTRS leadership team meetings. Represent Information Security Office in various CalSTRS meetings as needed.	
5%	MARGINAL FUNCTIONS Stay current with industry best practices and controls related to securing the most complex information technology systems and equipment. Create and deliver effective presentations that communicate with management, staff and vendors. Translate technical IT and security terms into everyday language.	

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus

- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the [Competency Guide](#) on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Must be able to work in a high-rise building
- Prolonged periods of standing, bending or sitting
- Work hours may vary, such as work shift, weekends, evenings and/or holidays
- Must be able to communicate effectively using a telephone and computer.
- Ability to sit and work at a computer workstation for frequent portions of the day.

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED