STATE OF CALIFORNIA
Franchise Tax Board

Current or Proposed
Proposed
Date Approved
10/16/2026
HR Initials
CB

DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00057	**Effective Date**
Classification Title Information Technology Specialist I	**Position Number** 564-184-1402-061
Working Title Information Security Audit Investigator	**Bureau and Section** Privacy, Security and Disclosure Bureau Security Services and Compliance Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the direction of the Information Technology Supervisor II, Information Security Audit and Investigations Unit, the incumbent will participate in a wide variety of the most complex consultative, analytical, and evaluative assignments related to Information Security Engineering to ensure the security and integrity of Franchise Tax Board (FTB) information assets. The unit supervisor will make assignments by generally defining objectives, priorities, and deadlines. The incumbent is expected work independently and to resolve issues on his/her own but seek advice or assistance from the unit supervisor when faced with more difficult or sensitive issues.

Essential Functions

Percentage	Description
50%	Determine the appropriateness of system use and account transactions by gathering, analyzing and correlating information and utilizing comparison models of accesses and activities of business area processes. Analyze information and prepare automated and ad hoc reports. Gather facts and information concerning potential information security violations. Lead investigations and administrative interviews of most complex employee misuse and misconduct cases. Work closely with Human Resources, Legal, supervisors and managers to prepare for administrative interviews and coordinate the interview process. Prepare findings,

	interview materials, summaries, memos and reports in accordance with departmental and unit standards and procedures. Refer cases and independently provide assistance to the Criminal Investigations Bureau and law enforcement entities in the development of evidence and prosecutions of illegal employee activity. Participate and/or testify as an expert witness on cases in appeal hearings or court proceedings.
40%	Maintain an awareness of the appropriate sections of law and FTB policies. Conduct routine audits to ensure compliance with established laws and policies. Monitor and respond to alerts of possible fraudulent activity in FTB applications. Recommend and assist in the development of models to improve the detection of inappropriate system accesses and activities. Independently consult with managers and supervisors regarding the correlation between accesses and transactions used in work processes and established models. Recommend and draft departmental policy and procedure for improving the security and integrity of FTB assets. Recommend and implement strategies for re-engineering existing systems and processes that will improve the ability to detect and reduce inappropriate activities. Participate in projects that impact Information Security Audit.

Marginal Functions

Percentage	Description
10%	Perform a variety of duties to support the Privacy, Security and Disclosure Bureau, and other administrative and technical functions as required to support the enterprise. Incumbent may be assigned other duties and special projects as needed.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date