DUTY STATEMENT

☐**CURRENT** ☒**PROPOSED**

RPA Number: HRC0005544	Classification Title: Information Technology Specialist I	Position Number: 835-352-1402-002
Incumbent Name: Vacant	Working Title: Information Security Analyst	Effective Date:
Tenure: Permanent	Time Base: Full Time	Intermittent Hours Per Month: N.A.
Division/Office: AFITS / ITS	Section/Unit: Information Security Section	Reporting Location: CalEPA Headquarters Sacramento, CA
Supervisor's Name: Logan Tataipu	Supervisor's Classification: Information Technology Supervisor II	CBID: R01
Confidential Designation: ☐YES ☒NO	Designated Position for Conflict of Interest: ☒YES ☐NO	Position Telework Eligible: ☒YES ☐NO
Supervision Exercised: ☒None ☐Lead ☐Managerial ☐Supervisory		

Human Resources Use Only:
HR Analyst Approval: **Date:**

General Statement:
This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

Position Description:
Under direction of the Information Security Officer (Information Technology Supervisor II), the incumbent works within the department's Information Security Office in support of the mission of the department through the protection of the confidentiality, security, and availability of department information resources and through the continuous improvement of the department's information security program. Areas of responsibility include information security operations, information security technology systems and services, information security audits and assessments, information security compliance and reporting, and information security policy and procedure. The incumbent functions in multiple capacities including team lead, team member, and independent analyst on information security projects and operations. The incumbent develops technical documentation, prepares reports, organizes and facilitates meetings, and communicates technical ideas and concepts verbally and in writing to other technical staff and management as well as program staff and management.

Duties of this position fall primarily under the Information Security Engineering and System Engineering domains.

Essential Functions (including percentage of time):

30% **Information Security Operations.** Monitor and analyze department information security posture utilizing information security system dashboards, alerts, reports, and logs. Perform ongoing assessments of information security risk and evaluations of information security controls effectiveness. Develop and document process and procedure for, and participate in performing, information security incident response, recovery, remediation, and reporting. Analyze and advise on threat intelligence, alerts, and notices received from federal and state partners. Facilitate and/or support information security categorization of information systems and classification of data. Lead and/or support an information security and privacy awareness training program and a recurring phishing exercise program for all users.

20% **Information Security Technology Systems and Services.** Administer, monitor, and maintain information security technology systems and services, including cloud systems and services, on-premises systems, third-party services, and server and desktop information security protective technology systems. Participate in the management of cloud advanced threat protection systems designed to detect and investigate advanced threats, compromised identities, and malicious actions directed against the department. Provide information security advisory services to information technology staff implementing new, or upgrading, information technology systems, products, and services.

20% **Information Security Audits and Assessments.** Provide analysis and advisement related to, participate in strategic planning and preparation for, provide support during, and participate in and coordinate remediation efforts of Information Security Office staff and other IT staff following state mandated information security program audits and independent security assessments.

10% **Information Security Compliance and Reporting.** Provide review, analysis, and advisement regarding state information security policy, standards, guidance, letters, and related

government code and regulations, and provide support for associated compliance actions and reporting.

10% **Information Security Policy and Procedure.** Participate in state information security policy and procedure development meetings and workshops. Participate in the development and implementation of department information security policy, procedure, and standards.

Marginal Functions (Including a percentage of the time):

5% **Continuing Education.** Actively pursue continuing education to assure knowledge, skills, and technical competencies are kept up to date, and to stay abreast of emerging technologies and evolving best practices through training courses, self-directed education resources, and independent study.

5% **Other Duties as Required.** Other duties may include but are not limited to: occasionally provide or participate in providing brief presentations on information security topics to IT staff; attend agency and statewide information security related meetings.

Typical Physical Conditions/Demands:
The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:
The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

Special Requirements of Position (Check all that apply):
☐ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
☐ Duties require participation in the DMV Pull Notice Program.
☐ Performs other duties requiring high physical demand. (Explain below)
☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
☐ Other (Explain below)

Explanation:

Incumbent: Vacant
Classification: Information Technology Specialist I
Position Number: 835-352-1402-002

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date