CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☒ CURRENT

# DUTY STATEMENT

| | |
|---|---|
| | EFFECTIVE DATE |
| BRANCH<br>General Counsel | POSITION NUMBER (Agency – Unit – Class – Serial)<br>815 - 106 - 1402 - 014 |
| DIVISION/UNIT<br>Information Security Office/ Security Oversight/ Governance & Compliance | CLASS TITLE<br>Information Technology Specialist I |
| INCUMBENT NAME<br>Vacant | WORKING TITLE<br>Security Specialist |

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 direction of the Security Oversight Manager, the Security Specialist ensures that Information Security governance processes are consistently applied and that security risks and mitigation strategies are identified and documented. The Security Specialist provides consultation services to CalSTRS ensuring compliance with Information Security policies, standards and controls. This position is in the Information Security and Information Technology Project 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. |
|---|---|
| | **ESSENTIAL FUNCTIONS** |
| 35% | Conduct the following project governance tasks demonstrating innovating problem solving within broadly stated and non-specific guidelines: Maintain and promote the information security project governance framework in support of internal and departmental projects. Responsible for coordination and completion of the Information Security Office project governance process, including but not limited to ensuring project lifecycle steps and deliverables are completed; coordination of information security resources, project scope and schedule; requirements gathering and documentation; management of project artifacts; monitoring of and reporting on project activities. |
| 25% | Conduct the following project governance tasks demonstrating innovating problem solving within broadly stated and non-specific guidelines: Recommend, develop, update and implement information security policies or standards governing information security at CalSTRS. Promote and educate the organization on information security governance including security policy, risks and security compliance. Participate on department-wide governance councils. |
| 20% | Develop and sustain cooperative working relationships with business, governance groups and project stakeholders. Consult with business users, management, technical staff and external parties to identify and document security risks and mitigation plans. Evaluate organizational security controls for accuracy, effectiveness and business impact and recommend areas of improvement for new and existing controls or processes to strengthen security posture. |
| 15% | Facilitate and participate in information security related meetings or on behalf of the Information Security Office. Produce a variety of daily/weekly/monthly statistical and management summary reports. Develop and deliver oral and written communications to individuals, teams, or department wide groups. |
| | **MARGINAL FUNCTIONS** |
| 5% | Stay current with security threats, zero-day attacks and laws/regulations impacting security.<br>Foster a team environment through example, leadership and conflict management. Effectively negotiate with internal and external stakeholders to achieve objectives. |

**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**

- Prolonged periods of standing, bending, sitting, kneeling
- Work in a high-rise building, in an open space environment.
- Ability to use a computer keyboard several hours a day
- Ability to read from computer screens several hours a 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 |
|---|---|---|
| | | |