Employment Development Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
IT Specialist I	Infrastructure Security Engineer
NAME OF INCUMBENT:	POSITION NUMBER:
	280-353-1402-071
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Enterprise Security Operations Section /Security Management	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Infrastructure Service Division	IT Manager I
BRANCH:	REVISION DATE:
Information Technology Branch	2/12/2018

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☐ Conflict of Interest Filing (Form 700) Required
☒ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☒ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

Occasional travel may be required. May be required to move certain equipment.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☐ Business Technology Management ☒ IT Project Management ☒ Client Services
☒ Information Security Engineering ☒ Software Engineering ☒ System Engineering

Under direction, the incumbent works as an Engineer in the EDD's Infrastructure Services Division (ISD) in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at the EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers.

Civil Service Classification
IT Specialist I

Position Number
280-353-1402-071

The incumbent acts as an Engineer on systems software/hardware projects, and/or on information systems.

Over time, the incumbent will progress through the ranges of the class, and work will increase in complexity and coordination for larger impact as more experience is gained. An incumbent in Range A should be able to perform tasks with some assistance, an incumbent in Range B should be able to perform tasks with little assistance and an incumbent who has reached Range C should be able to perform the tasks independently, and assist newer staff in the process as needed.

Percentage of Duties	Essential Functions
40%	Performs complex technical tasks in the engineering and support of the Security and Compliance Section's lines of business, and serves as system lead on a rotating basis with other engineers. Performs Endpoint protection to include antivirus, encryption, host intrusion detection, host data loss prevention, and change management. Maintains and updates. Logs and performs security incident and event monitoring. Engineers Perimeter malware and URL filtering, Network Intrusion Prevention, and Network Data Loss Prevention. Performs Vulnerability Management on all applicable systems to include scanning, penetration testing, validation, and remediation. Enhances Public Key Infrastructure activities, to include two-factor authentication, certificate issuance, and support. Performs Incident Response to include providing technical analysis, documentation of activities, and serving as a liaison with the Information Security Office.
30%	Serves as a technical liaison with the Information Security Office (ISO) for issues related to security incident management and investigations. Leads and coordinates security requirements, development, reviews/assessments, and ongoing security audit efforts as defined by each business need. Collaborates with application development management and staff to ensure security requirements are identified during project design phases, that they are implemented during development, and that systems are tested for vulnerability prior to release to production.
10%	The incumbent will also provide security review and analysis to ensure that all applicable security policies and standards are adhered to and that information systems are compliant with all department, state, and federal information security requirements.
15%	Invests in personal development through continuous education to maintain position related knowledge in the information technology field with the emphasis in

	infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout the EDD.
Percentage of Duties	**Marginal Functions**
5%	*Performs other duties as assigned.*

4. WORK ENVIRONMENT *(Choose all that apply)*

Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: *Click here to enter text.*

Type of Environment:
☐ High Rise ☒ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other**:**

Interaction with Customers:
☐ Required to work in the lobby
☐ Required to work at a public counter
☒ Required to assist customers on the phone
☒ Required to assist customers in person
☐ Other:

5. SUPERVISION EXERCISED:
(List total per each classification of staff)

None

6. SIGNATURES

Employee's Statement:
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name:

Employee's Signature: Date:

Supervisor's Statement:
I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name:

Supervisor's Signature: Date:

7. HRSD USE ONLY

Classification and Pay Unit (CPU) Approval

☐ Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
☐ Exceptional allocation, STD-625 on file.	*MH*	9/7/2018

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*
If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

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List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file