State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 2, 7, & Non-represented

EMPLOYEE:	CLASSIFICATION: Information Technology Specialist III WORKING TITLE: Information Security Architect	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Office of Policy & Administration/ Information Technology/ Enterprise Operations & Security/ Information Security Operations	POSITION NUMBER: 163-160-1415-014 (11758)	CBID: M01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Information Technology Manager II	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
   The Information Security Architect, Information Technology Specialist III (ITS III), is under administrative direction of the Enterprise Operations & Security Information Technology (IT) Manager II.

2. SUPERVISION EXERCISED:
   The ITS III does not supervise, but may lead.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Physical tasks include sitting for extended periods at a computer workstation with artificial light and temperature control in an office setting. The incumbent will work a minimum of 40 hours per week, with the possibility of overtime in the event of an emergency. The ability to use a personal computer and telephone is essential as most of the work is performed in utilizing these tools. Travel in automobile, commercial aircraft, and public transportation. Professional business attire is expected.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Incumbent works with various entities and key stakeholders throughout the state, which are comprised of federal, state, and local agencies, the general public, and special interest groups. This position is also responsible for establishing and maintaining working relationships with the California Governor's Office of Emergency Services (Cal OES) executive staff as well as all branches within the department.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to effectively perform the position's duties could result in wasted time, inconvenience to stakeholders, waste of money, and health and safety concerns. Additionally, it could result in the inability to respond timely to and recover from emergencies. The effects could threaten life and property within the State of California.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:
Under administrative direction of the IT Manager II, the Information Security Architect (ITS III) will evaluate technology architectures and systems to determine the adequacy of security design, compliance, and continuity needed to protect the department's operating environment. The ITS III may receive assignments from the Chief Information Security Officer (CISO), as necessary. This is a leadership position responsible for understanding the business/technical requirements of complex projects and offering guidance and direction on solution outcomes. The incumbent must have a strong working knowledge of statewide information security policies, standards, strategic direction of cybersecurity initiatives for the California state government, and knowledge of how to conduct cyber incident response activities. In addition, the position requires technical knowledge of enterprise IT architectural design, application firewall concepts and functions, access control frameworks, and risk management methodologies.

The ITS III shall have cross-competencies and experience collaborating with enterprise architects, solution engineers, and business analysts. The Information Security Architect must be able to offer guidance and direct strategies to mitigate vulnerabilities of the enterprise by working collaboratively with IT management and advising the CISO. The position requires exercising a high degree of initiative and independence, demonstrating tact and good judgment. This includes adapting to changing priorities and working effectively in a high-paced, demanding environment.

This position requires a background check via Cal DOJ Live Scan to fulfill the responsibilities of the job.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Security Architectural Design, Planning, and Continuous Improvements • Evaluate technology architectures, systems, applications, and solutions to determine the adequacy of security design, compliance, and continuity needed to protect the department's operating environment. • Define and document how the implementation of a new system or new interfaces between systems impacts the security posture of the current environment. • Perform security reviews, identify gaps in security architecture, and develop a security risk management plan. • Ensure that acquired or developed systems, applications, and architecture are consistent with the organization's cybersecurity architecture guidelines and policies • Serve as a security subject matter expert on Project Approval Lifecycle (PAL) projects, including evaluating vendor solutions and ensuring alignment with departmental security policies and standards. • Develop, maintain, and document a risk assessment methodology framework consistent with the organization's mission. • Lead mitigation and remediation initiatives related to findings from Independent Security Assessments (ISA) and Plan of Action and Milestones register. • Lead cybersecurity incident management and provide executive-level briefings on security incidents, risks, and response activities. • Collaborate with IT Architects across the agency and stakeholders to ensure secure, resilient, and optimized technology architectures. • Serve as the backup to the CISO.
35%	Information Security Program Analysis, Evaluation, and Compliance • Maintain, improve and adjust to future changes to the Cal OES Information Security program standards, guidelines, practices, and procedures to align and comply with statewide requirements and goals as outlined in the State Administrative Manual (SAM), the Statewide Information Management Manual (SIMM), IT Technology Letters, and other published and required materials as appropriate. • Direct the execution of regular reports on complex risk assessments, including the monthly evaluation and tracking of threats and vulnerabilities. • Evaluate, recommend, and document existing and/or needed IT security policies or policy improvements based on analysis of existing requirements and trends in information security incidents or security industry developments. • Manage System Security Plans (SIMM 5305) Classification and Categorization program for all Cal OES systems. • Perform information security gap analyses to identify as-is and to-be designs and/or processes as required. • Research, document, and file state-mandated compliance reports to the California Department of Technology according to pre-defined reporting schedules.
25%	Continuity Planning and Execution • Participate in the contingency/continuity planning for Cal OES, by representing the IT Division in developing the Emergency Operations Plan and Business Continuity Plan. • Collaborate with business units and validate information security contingency plans on an annual basis. • Lead incident response teams during security incidents, using approved procedures and tools, ensuring proper documentation of activities, and advising executive leadership.

Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☒	☐	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☒	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☐	☒	☐	☐
BALANCING:	☐	☐	☒	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☐	☒	☐
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	☐	☐	☒	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☒	☐

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

_____ _____

Employee's Signature *Date*

I certify that the above accurately represents the duties of the position:

_____ _____

Supervisor's Signature *Date*

_____

Civil Service Title