

	Current
X	Proposed

DUTY STATEMENT

1. POSITI	ON INFORMATION			
Civil Servic	e Classification	Working Title		
	Student Assistant	Graduate Student Assistant		
Employee N	Name	Position Number		
Vacant	isian Nama	791-600-4872-901		
Project/Divi	e Operations Division	Supervisor's Name Raja Eswar		
Unit	e Operations Division	Supervisor's Classification		
	on Security Office	Information Technology Manager I		
	ork Location	Duties Based on:		
2870 Gateway Oaks, Suite 150				
Sacramei	nto Ca 95833	☐ Full Time		
Effective Da	ate			
2. REQUI	REMENTS OF POSITION			
Check a	ll that apply:			
☐ Confli	ct of Interest Filing (Form 700) Required	☐ Requires Fingerprinting & Background Check		
☐ May b	e Required to Work in Multiple Locations	☐ Other (specify below in Description)		
Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):				
	S AND RESPONSIBILITIES OF POSITION			
Summary Statement (Briefly describe the position's organizational setting and major functions): Under close supervision by the Information Security Manager, and in a trainee capacity, the incumbent will assist in the performance of professional duties in the area of information security such as research and other functions related to the Office of Technology and Solutions Integration (OTSI) Information Security Office. Incumbent will perform a variety of tasks, including but not limited to, Service Desk ticket management, first-level support for the Data Loss Prevention (DLP) incidents, computer and printer installation, and system documentation as required.				
Percentage of Duties	Essential Functions			
40%	Serve as the first level of support for the Information Security Office. Perform a variety of professional duties to assist users with requests. Log and update status of all requests for assistance into the Ticketing system. Provide support to staff in matters related to Cortex virus scan notification, including scans, operation, instruction, and troubleshooting any technical problems that may arise. Identify and analyze moderately complex personal computer related problems related to Cortex detections and recommend and implement solutions. Perform research, communicate with other ISO & ITO staff and customers, and coordinate required actions to fulfill requests.			
30%	scans, operation, instruction, and troublesh	o Data Loss Prevention (DLP) incidents, including ooting any technical problems that may arise. O & ITO staff and customers for technical information.		

25%	Provide support to staff in matters related to Splunk notifications, operation, instruction, and troubleshooting any technical problems that may arise. Coordinate and communicate with other ISO & ITO staff.				
Percentage of Duties	Marginal Functions				
5%	Perform other duties as required consistent with division needs.				
	K ENVIRONMENT (Choose all that ap				
	nding: Intermittent (34-50%) Sitting: Intermittent (34-50%)				
Walking:	· · · · · · · · · · · · · · · · · · ·				
Lighting:		Pushing/Pullin	-		
Lifting:	1-25% of the time	Bending/Stoop	oing: 1-25%		
Other:					
Type of E	Environment: a. Cubicle b. Select				
Interaction	on with Public: a. Required to assist cust	tomers on the p	hone and in person.	b. Select c. Select.	
5. SUPE					
Supervis NONE	ion Exercised (e.g., Directly – 1 Information 7	Technology Super	rvisor II; Indirectly – 5 Info	ormation Technology Associates)	
6. SIGNA	ATURES				
	ee's Statement:				
	viewed and discussed the duties and response Position Statement and can perform the				
copy of the Position Statement and can perform the duties outlined above without a Reasonable Accommodation. Employee's Name (Print)				Soliable Accommodation.	
Lilipioye	e s Name (Fillt)				
Employe	e'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 (Print)					
Supervis	Supervisor's Signature Date				
7. HRD I	JSE ONLY				
Human Resources Division Approval					
□ Dutie			HR Analyst initials	Date approved	
☐ Exceptional allocation, 625 on file.		-	NM	05/15/2024	
Reasona	able Accommodation Unit use ONLY (co	ompleted after a			
* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.					
	Reasonable Accommodations Made:				

** AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE



Ш	Current
\boxtimes	Proposed

DUTY STATEMENT

1. POSITI	ON INFORMATION			
Civil Service Classification		Working Title		
Student A		Student Assistant		
Employee Name		Position Number		
Vacant		791-600-4870-901		
Project/Division Name		Supervisor's Name		
Unit	e Operations Division	Raja Eswar Supervisor's Classification		
Information Security Office		Information Technology Manager I		
	ork Location	Duties Based on:		
,	teway Oaks, Suite 150	24.55 24.54 5.11		
	nto Ca 95833	⊠ Full Time		
Effective Da	ite			
TBD				
2. REQUI	REMENTS OF POSITION			
	II that apply:			
☐ Confli	ct of Interest Filing (Form 700) Required	☐ Requires Fingerprinting & Background Check		
□ May b	e Required to Work in Multiple Locations	☐ Other (specify below in Description)		
Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):				
	S AND RESPONSIBILITIES OF POSITION			
Summary Under controlled Of broad Security	y Statement (Briefly describe the position's organ lose supervision of the Information Security I scope in connection with the Office of Tech Office, including but not limited to, Service I			
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Summary Under control of broad Security Loss Properties	y Statement (Briefly describe the position's organiose supervision of the Information Security I scope in connection with the Office of Tech Office, including but not limited to, Service I evention (DLP) incidents, computer and print Essential Functions Serve as the first level of support for the Info of less complex technical skills to assist use for assistance into the Ticketing system. Pr scan notification, including scans, operation problems that may arise. Identify and analy problems related to Cortex detections, reco	vizational setting and major functions): Manager, the incumbent will perform a variety of tasks nology and Solutions Integration (OTSI) Information Desk ticket management, first-level support for the Data		
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5%	Perform other duties as required consistent with division needs.				
4. WOR	K ENVIRONMENT (Choose all that ap	pply from the dro	p-do	vn menus)	
	: Intermittent (34-50%)	Sitting:		Intermittent (34-50	0%)
Walking:	Occasional (13-25%)	Temperature:		Temperature Cont	trolled Office Environment
Lighting:	Artificial Lighting	Pushing/Pulling	j :	1-25% of the time	
Lifting:	1-25% of the time	Bending/Stoopi	ing:	1-25%	
Other:					
Type of I	Environment: a. Cubicle b. Select				
Interaction	on with Public: a. Required to assist cust	tomers on the ph	one	and in person. b	. Select c. Select.
5. SUPE	RVISION				
Supervis NONE	ion Exercised (e.g., Directly – 1 Information	Technology Super	isor /	ll; Indirectly – 5 Info	rmation Technology Associates)
6. SIGN	ATURES				
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 and can perform the duties outlined above without a Reasonable Accommodation.					
	e's Name (Print)				
Employe	e'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.					
Supervis	or's Name (Print)				
Supervis	or's Signature				Date
7. HRD	USE ONLY				
	Resources Division Approval				
	es meet class specification and allocation o	guidelines.	HR A	Analyst initials	Date approved
☐ Exceptional allocation, 625 on file.					
		<u> </u>	NM		09/06/24
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)					

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

** AFTER SIGNATURES ARE OBTAINED:

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