

DUTY STATEMENT**Duty Statement for
Professional / Analytical Classifications****State Compensation Insurance Fund**

Employee's Name (First, Last)	
Program Enterprise Security	Work Unit Compliance
Position's Authorized Classification (and Range) Information Technology Specialist II	Report To SVP of Enterprise Security and Information Governance
Position Title Senior Cyber Security Specialist	Position Serial Number ###.###
Incumbent Appointment Classification [DOMAIN: Information Security Engineer] <input type="checkbox"/> The incumbent is underfilling the position in the Select from list: _____ classification. S/he will be given appropriate training, direction, and feedback	CBID R01 FLSA Status <input type="checkbox"/> Covered, Work Week Group 2 <input checked="" type="checkbox"/> Not Covered, Exempt WWG <input checked="" type="checkbox"/> E or <input type="checkbox"/> SE

PURPOSE/SCOPE:

Briefly describe or summarize the position's major functions. Why the position exists? Typically includes the following:

- Intent/Purpose of the position
- Degree of direction/supervision (Under what direction)
- Nature and level of the work

Example: Under direction (degree of supervision), perform the full range (scope) of varied, sensitive**, and complex** (level of work) analytical and consultative work necessary to effectively administer the program's _____ function (reason for the position).

**** "Sensitive" and "Complex" should be defined**

Under general direction of the SVP of Enterprise Security and Information Governance, the Senior Cyber Security Specialist will:

- Lead the completion of the most complex ** incoming internal Risk Assessment (RA) requests. Identify the security risks and recommend mitigating controls based on Information Systems Security Policies/Standards and best practices.
- Lead the development and implementation of most complex **security projects such as improve the RA process.
- Provide in depth security knowledge and consultation when reviewing Information Systems Security Policies/Standards, System Development Life Cycle (SDLC), and contract related work (i.e. Business Requirements Document, Technical Design Document, Security Defects, System Engineering Handbook, MSA,etc.).
- Act as lead security technical advisor to State Fund members.

** Most complex consist of features including but not limited to the following:

- Highest potential cost/investment or savings.
- Significantly impacts large numbers of people (customers, employees) on a long-term or continuing basis as a result of major adjustments to practices and processes or adoption of new one.
- Highest potential for regulatory exposure where State Fund is subject to investigation or enforcement proceedings.
- Scope of the work involves planning, developing, and implementing technological security solutions that are essential to the mission ("mission-critical") of State Fund.
- Guidelines are broadly stated and non-specific, requiring extensive interpretation, judgment and ingenuity in developing security applications/solutions.
- Decisions regarding the work to be done include largely undefined issues and elements (including emerging technology tools, practices and techniques) and requires extensive probing and analysis to determine the nature and scope of the problems.
- Decisions contribute to the security solutions of complex problems, architecture reviews or strategic and tactical plans.

Supervisor's Statement: I have discussed the duties of the position with the employee

Supervisor's Name (Print)	Supervisor's Signature	Date
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Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee's Name (Print)	Employee's Signature	Date
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Duty Statement Origination or Revision Date _____

KEY RESULTS/ESSENTIAL FUNCTIONS: Specifically describe the 3-5 Key Results (or Essential Functions) of the position in order of their importance to achieve the purpose/scope of the position.

Each Key Result/Essential Function description should have statement(s) consisting of

1	2	3
An <u>action verb</u> : What is done? Define or elaborate on common vague words (e.g., "coordinates", "monitors", "assists")	The immediate <u>object</u> of the action	The <u>reason</u> for the action: Why?

In all aspects of performing the following Key Results/Essential Functions the incumbent will

- comply with the Code of Conduct and
- maintain regular and predictable attendance and/or communication availability during working hours.

The statements contained in this duty statement reflect general details as necessary to describe the principal results/functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.

50%

- 1) Lead the completion of the most complex ** incoming internal Risk Assessment (RA) requests. Identify the security risks and recommend mitigating controls based on Information Systems Security Policies/Standards and best practices.
(This is an essential function of the job)
 - a. Complete the most complex RAs as assigned by ESEC Management (i.e., evaluate the RA whether it is required, identify security risks, recommend mitigating controls, obtain required approvals and remediation evidence, annual RA reviews, and advise management on identified critical security risks, etc.)
 - b. Mentor State Fund members to complete their assigned RAs.
 - c. Advise ESEC management on any identified critical security risks with remediation recommendations/solutions.

20%

- 2) Lead the development and implementation of most complex **security projects such as improve the RA process.
(This is an essential function of the job)
 - a. Collaborate with business programs and vendors from a security perspective to ensure adherence to the Information Systems Security Policies/Standards and best practices. This includes review of security report findings.
 - b. Advise ESEC management on security solutions prior to project development/implementation.

15%

- 3) Provide in depth security knowledge and consultation when reviewing Information Systems Security Policies/Standards, System Development Life Cycle (SDLC), and contract related work (i.e. Business Requirements Document, Technical Design Document, Security Defects, System Engineering Handbook, MSA,etc.).
(This is an essential function of the job)
 - a. Monitor/Assess changes to security frameworks (i.e. NIST/ISO/PCI) and advise ESEC management in the development of new Information Systems Security Policies/Standards and/or update existing ones.
 - b. Mentor State Fund members with their SDLC analysis (i.e. Business Requirements Document, Technical Design Document, Security Defects, and System Engineering Handbook).
 - c. Advise Corporate Legal and Enterprise Procurement management on their contracts.
 - d. Develop/maintain internal BRD/TDD/Security Defects procedures.

15%

- 4) Act as lead security technical advisor to State Fund members.
(This is an essential function of the job)
 - a. Provide security training to business programs and Enterprise Security on Information Systems Security Policies/Standards and security frameworks.

5)

100%

REQUIRED QUALIFICATIONS/COMPETENCIES (KNOWLEDGE, SKILLS/ABILITIES):

KNOWLEDGE AREAS:

Proficient knowledge of Information security policies, standards, principles, practices, and frameworks

Working knowledge of State Fund standard software applications (word, excel, MS project, visio)

Proficient knowledge of customer service principles

Proficient knowledge of the approval process and change management processes for Information Technology projects, data processing systems, and design

Proficient knowledge of State Fund Information Technology principles, current trends, methods and practices

Proficient knowledge of project management principles

Working knowledge of State Fund's organization and business policies/practices

Proficient knowledge of the Security Domains

Proficient knowledge of the Security Triad (confidentiality, integrity, availability)

Working knowledge of the Secure-Systems Development Life Cycle (S-SDLC)

Proficient knowledge of State Fund auditing policies and procedures

Proficient knowledge in Cloud Security

SKILLS/ABILITIES:

Ability in providing assistance, advice, and guidance to project team members

Ability to troubleshoot and respond to incoming service requests

Ability to take into account State Fund's business perspective in proposing and designing IT solutions

Ability to learn and apply new technology information quickly and effectively

Ability to work closely and harmoniously with users on projects

Ability to communicate effectively (both orally and in writing)

Ability to use good judgment and to make/support sound decisions

Ability to coordinate and facilitate group discussions and make presentations

Ability to work on multiple overlapping projects and tasks

Ability to lead projects

Ability to evaluate vendor software packages

Ability to coordinate and consult with software vendors for product utilization

Ability to write detailed technical documentation

Ability to mentor at the appropriate level

Ability to develop work plans and other project management documents to monitor work projects

Ability to perform a variety of tasks requiring innovative problem-solving where guidance is not readily available

Ability to advise State Fund management on security solutions

WORK ENVIRONMENT:

Physical Requirements

Incumbent works in the usual office environment

Computer data entry, frequent light lifting, bending, reaching, carrying, and telephone work; mobility to various working areas

This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.

Travel

Travel may include, but not be limited to, plane, bus, van, taxi, or car

Travel to various work sites and locations for training and/or meetings

Travel may occasionally be from overnight to five days in duration

Emergency call backs

Emergency call backs may be needed

Work Hours

Work hours may vary