



## Duty Statement

Request for Personnel Action (RPA) Number 2223-02715	Effective Date
Classification Title Information Technology Specialist III	Position Number 564-184-1415-001
Working Title Security Architect	Bureau and Section Privacy, Security and Disclosure Bureau (PSDB)

Our mission is to help taxpayers file timely and accurate tax returns, and pay the correct amount to fund services important to Californians. In order to support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Fostering Diversity, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

### General Statement

Under the administrative direction of the Security Operations Section Manager, the Security Architect will serve as the advanced departmental security architecture expert working closely with FTB's Security Oversight team providing technical expertise and direction. The individual provides advanced analysis to identify and/or prevent possible security breaches or data loss ensuring that FTB's systems and projects have the necessary requirements in place to ensure that FTB's critical systems are secure from the latest attack vectors. These efforts contribute to the safeguarding of taxpayer and employee information. In addition, individual provides the most advanced architecture framework to secure FTB's network, system and application. Identify and address security risks based on advanced knowledge of FTB's IT environment, industry threat actor trends and security intelligence.

### Essential Functions

Percentage	Description
40%	<p><b>Security Operations Planning and Architecture:</b> Perform as the advanced expert analysis as it relates to security operations ensuring that monitoring systems and staff are able to meet the demands of preventing and stopping attacks against FTB's critical systems. Work closely with the Security Operations Centers (SOC) managers and technical staff, lead the development and implementation of the SOC's strategic/tactical direction including developing and implementing security operation standards and roadmaps. Develops and implements strategic plans and policies in support of the security program and ensures they are in alignment with goals of the Department. Be responsible for developing and maintaining current and planned state of enterprise security architectural blueprints for system security as well as improving technical efficiencies for the program areas.</p>
20%	<p><b>Research, Education, and Innovation:</b> Research and recommends new technology products, solutions, and standards providing technical expertise and direction while ensuring master planning and implementation of the department's technology aligns with business strategy. Maintains extensive technical knowledge and expertise on evolving technology trends, best practices, and standards moving the department toward standardization of our operating systems and platforms to help control IT costs and simplify support. Advocate, educate, and update standards as technologies evolve to better meet and support business. Develop and deliver technical and operational presentations to groups and governance bodies as needed to keep the enterprise up to date on strategic direction of the department's technology stack.</p>
15%	<p><b>Mentoring and Coaching Program:</b> Assists in development and continual growth of the Principal Architecture mentoring program. Supports the program marketing and encourages participation and engagement, assists in defining mentoring program milestones and measures for success. Participates in the program as a strong</p>

Percentage	Description
	and active mentor to program participants; sets up regular meetings, provides technical and leadership guidance and coaching, develops, and provides learning opportunities, and regularly shares constructive feedback for mentee growth. Provides analysis and feedback in areas of strength and areas for growth that could build a stronger foundation of architectural and technical skillsets.
15%	Architecture Review Board (ARB): Assists in development and continual growth of the ARB to achieve successful communication and collaboration as a result-oriented enterprise architecture focused forum. Participates in the recurring ARB meetings; provides input and feedback, agenda topics, and actively engages with improving the value of the ARB meetings. Develops and provides presentations on ARB topics appropriate to the target audience such as FTB Sr Management, Technical Action Committees, etc. Promotes forum for open, respectful, and educational communication, without judgment, to all members and visitors of ARB.

### Marginal Functions

Percentage	Description
10%	Performs special assignments, to include lead/participate with other initiatives. Attend meetings and FTB events as required, including representing FTB's on statewide projects. As needed, act as a backup to the management team.

**Employee:** I confirm that I have read and understand the described duties and functions of this position.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Supervisor:** I certify that the above information accurately represents the described duties and functions of this position.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date