



**Classification: Information Technology Specialist II**

**Working Title: Sr. Security Engineer**

**Position Number: 358-519-1414-001**

**Division/Unit: Information Technology Services / Cybersecurity & Engineering**

**Assigned Headquarters: Sacramento Headquarters**

**Position Eligible for Telework (Yes/No): Yes**

### **Job Description Summary**

Under general direction of the Information Technology Services Division (ITSD), Cybersecurity & Engineering Manager (Information Technology Manager I), the incumbent acts as an expert on the California State Lottery's (Lottery) wide array of security-related functions. The incumbent is responsible for maintaining security tools/systems, implementing new security controls, monitoring and analyzing the Lottery's technical environments, investigating security alerts/events, performing security reviews/tests, and providing cybersecurity expertise to the organization. The duties for this position span the Information Security Engineering, System Engineering, Software Engineering, Client Services, and Business Technology Management domains; however, work may be assigned in other domains as needed.

### **Job Description**

#### **Essential Functions**

- 30% Maintains and operates network/unified threat prevention, vulnerability management, penetration and application security testing, threat intelligence, network/endpoint analysis, identity and access management, data security, security information and event management, forensic platforms/tools, cloud security, and other security-specific solutions used to protect the integrity, confidentiality, and availability of Lottery data and technology assets. Provides comprehensive security/technical expertise and support to various teams within the Lottery regarding the engineering, configuration, operations, and maintenance of network controls, cloud security controls, directory services, remote access technologies, cryptography, mobile device management, endpoint protection, configuration management, data and application security, and other technical systems with security-related components.
- 30% Leads the planning, definition, and implementation of new security solutions and sound security controls that balance risk with business strategies and requirements. Performs security tests and provides expert-level analytical skills to identify and evaluate security gaps spanning the entire technology stack including business, application, data, and technical layers as well as integration points. Provides guidance, expertise, and recommendations to mitigate security gaps. Serves as a security subject matter expert (SME), develops security requirements, and reviews documentation, change requests, and procurements for security risks and impacts.
- 25% Monitors endpoints, systems, networks, and cloud environments for intrusions, threats, and events. Analyzes and investigates security-related system events, anomalies, and threat intelligence alerts. Troubleshoots escalated incidents. Conducts security assessments to identify vulnerabilities in



applications, services, systems, and infrastructure. Composes and communicates detailed vulnerability assessment reports that provide recommended solutions to remediate vulnerabilities and reduce security risks to Lottery assets. Leads data breach and security incident investigations and performs any subsequent forensic and root cause analysis.

- 10% Researches and stays updated on new or cutting-edge security technologies; presents recommendations to executive management; and advocates for new technologies/security solutions that will achieve the Lottery's goals and objectives. Develops and maintains technical security documentation, guidelines, and security standards for IT systems and services. Assesses system settings and configurations, access controls, and maintenance and operations processes for compliance with security requirements, policies, guidelines, and standards. Provides technical, security expertise to the Information Security Office in support of the development, implementation, and maintenance of the Lottery's Information Security Program. Assists with the development and maintenance of security architectures, contextual diagrams, and capabilities. Assists with collecting data for sensitive records requests.

### Marginal Functions

- 5% Perform other job-related duties as assigned such as but not limited to: developing/maintaining various documentation; developing reports; maintaining security knowledge by keeping up to date with the latest security best practices, standards, trends, and threats; making presentations to Lottery staff and management that explain complex topics in simple, business-oriented terms; participating in audits as a security subject matter expert; serving as advisor to various boards and committees; acting as a project lead; and performing security/risk related analysis and consulting services.

### Scope and Impact

**Consequence of Error:** ITSD is responsible delivering high-quality technology services and solutions that enable the business to achieve its goals and objectives. With over 1,000 staff located in offices throughout the state, the Lottery's sole mission is to provide supplemental funding for California's public schools and colleges. While the Lottery is a public agency, it receives no public funding. Instead, all operating and administrative expenses are raised through the responsible sales of our games. Failure to use good judgment in performing the duties of this position could result in non-compliance of security process, rules, and regulations which in turn could negatively impact the Lottery. Failure to identify and mitigate vulnerabilities could allow incidents to occur that result in a security breach. Any potential data breach or system disruption event has the potential to significantly impact the Lottery's reputation, brand, and integrity, resulting in adverse financial impacts as well as being a significant embarrassment to the Lottery, the Governor, and the state.

- a. **Administrative Responsibility:** None, but the Sr. Security Engineer will assist with the training of any new personnel for the unit.
- b. **Supervision Exercised and Received:** The Sr. Security Engineer is under general direction of and receives most assignments from the Cybersecurity & Engineering Manager (Information Technology Manager I); direction and assignments may also come from the extended ITSD management team.



- c. **Personal Contacts:** The Sr. Security Engineer interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultants, and other state agencies.

**Physical and Environmental Demands**

Not Applicable.

**Working Conditions and Requirements**

The Sr. Security Engineer will work in a fast-paced environment, with competing priorities, and critical deliverables.

- a. **Schedule:** This position has work hours from 8:00 a.m. to 5:00 p.m. unless approved by the unit manager. Weekends, long and/or irregular hours, after-hours work, and holiday work may be required.
- b. **Travel:** Statewide, overnight travel may be required.
- c. **Other:** This position is required to carry a Lottery-issued mobile phone. This position is required to be reachable outside of normal business hours.

**Effective Date:**

**NOTE:** The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

**SUPERVISOR'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**



### Duty Statement Instructions (Rev. 04/2023)

**NOTE:** After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

**Classification:** Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

**Working Title:** Enter the working title of the position if different from the legal class title.

**Position Number:** Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

**Division/Unit:** Enter the Division/Unit name where the position resides in the Lottery organization.

**Assigned Headquarters:** Enter the physical work location where the employee will work (e.g., Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

**Position Eligible for Telework (Yes/No):**

**Job Description Summary:** Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

**NOTE:** To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

**Job Description:** This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- **Essential Functions** – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job. Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

**NOTE: Spell out acronyms.** Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- **Marginal Functions** – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

**Scope and Impact:** Describe the following:

- Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

**Physical and Environmental Demands:** (Describe the physical environment of the main work location .....)

**Working Conditions and Requirements:** Describe the following:

- Schedule:
- Travel:
- Other:

**Effective Date:** Enter the effective date of the duty statement (employee appointment date).