EDD Employment
Development
Department
State of California

☒ Current
☐ Proposed

POSITION STATEMENT

1. POSITION INFORMATION

Civil Service Classification	Working Title
IT Manager II	Infrastructure Security Operations Section Chief

Name of Incumbent	Position Number
Click here to enter text.	280-353-1406-007

Section/Unit	Supervisor's Name
Enterprise Security Operations (ESO)	Ramiro Carrazco

Division	Supervisor's Classification
Infrastructure Services Division (ISD)	CEA B

Branch	Duties Based on:
	☒ Full Time ☐ Part Time - Fraction *Click here to enter text.*
Information Technology Branch (ITB)	
	Revision Date
	1/17/2019

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required   ☐ Call Center/Counter Environment

☒ May be Required to Work in Multiple Locations   ☒ Requires Fingerprinting & Background Check

☐ Requires DMV Pull Notice   ☐ Bilingual Fluency *(specify below in Description)*

☒ Travel May be Required   ☐ Other *(specify below in Description)*

Description of Position Requirements *(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel,*
graveyard/swing shift, etc.)
Occasional travel.

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement (Briefly describe the position's organizational setting and major functions)

☐ Business Technology Management   ☐ IT Project Management   ☐ Client Services

☒ Information Security Engineering   ☐ Software Engineering   ☐ System Engineering

Under the administrative direction of the Division Chief, the incumbent has significant responsibilities for formulating and/or administering organizational Information Technology (IT) policies or programs. The incumbent provides leadership, direction, planning and coordination of work activities and resources for the Department's access and identity management, security engineering/operations and desktop application solution areas.The incumbent will work in support of the organization's enterprise information technology operations, including all associated hardware/software components and the confidential and sensitive data used at EDD. The incumbent is responsible for the implementation, maintenance and operations of the organization's statewide information technology systems.

The incumbent contributes toward the growth of the Information Technology Branch into a customer-focused, service organization by following the Branch's established cultural principles and they will also continuously improve communications and relationships with vendors, subordinates, peers, management, and customers. The incumbent will collaboratively work to carry out the Department and Branch's mission/vision. The incumbent is able to effectively apply this knowledge in managing teams that identify the root causes of production problems and then plan and implement appropriate technical solutions. The

incumbent maintains regular and frequent communication with staff, customers and other Information Technology (IT) professionals. The incumbent mentors and trains staff members, and performs other duties as assigned. This includes exploring, developing, integrating, and implementing IT solutions that support the Department's delivery of service and presenting proposals and results to Executive Staff. The incumbent provides consultation and information to the other Divisions and Branches to assist in ensuring their activities are consistent with the Department's IT goals and supports the Department's overall direction. Additionally, the incumbent provides support for establishing policies, partnership agreements, and technological solutions that support integrated delivery of services and is a member of the Infrastructure Services Division's (ISD) Senior Management Team.

3.	DUTIES AND RESPONSIBILITIES OF POSITION *(continued)*

Percentage of Duties	Essential Functions
40%	Manage the ESO lines of business to ensure the mission of each group is accomplished within budget according to the quality, timeliness, performance, and security standards established for each operation. Oversees resource management by ensuring requirements for staff, equipment, space, funding, etc. are identified and available to the ESO. Provide protective services to support the ongoing operations of the EDD state-wide infrastructure that includes detection of unauthorized activities, use of tools to protect against malicious websites and potentially malicious software downloads, securing protection through security patch deployment, resolution of all troubleshooting incidents and operational processes necessary to keep the infrastructure operational with minimal down time. Provide security oversight through the development of security standards related to information technology usage, security process improvements, risk analysis and, provide security integrity and security incident analysis for the department's computing infrastructure.
20%	Provide oversight to the implementation of security related practices to ensure department-side adherence to security policies and standards. Conduct risk analysis to identify critical assets, vulnerabilities, and the adequacy of security safeguards. Identify, formulate and recommend information security policies and principles that will ensure the integrity, confidentiality, reliability and appropriate use of the Department Information Assets. Work with the ISO on the development of security standards related to information technology usage. Serve as a member of the IT Security Change Control Board.
15%	Provide security integrity and security incident analysis for the department's computing infrastructure that includes: • Manage threats and incidents impacting the Department's information resources. • Participates in security incident management in conjunction with the ISO • Coordinates ITB resources and assists with mitigation plans Use of tools to perform forensic computer analysis to gather required evidence requested from the ISO, legal, or personnel actions.
10%	Produce and manage the implementation of product roadmaps and End Of Life (EOL) planning, hardware and software licensing compliance reports, and overall interoperability of tools used to achieve ESO goals.

Percentage of Duties	Marginal Functions
5%	Invest in personal development through certification or continuous education to maintain position related knowledge in the information technology field with the emphasis in infrastructure services. The incumbent will also focus on promoting and advocating the foundational information system principles of confidentiality, integrity, and availability throughout EDD.
5%	Participates as an active member of the management team. May act as Division Chief in the Chief's absence.
5%	Performs other duties as appropriate for the classification.

4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Civil Service Classification	Position Number
IT Manager II	*280-353-1406-007*

Standing: Occasional (13-25%)		Sitting:	Frequent (51-75%)
Walking: Occasional (13-25%)		Temperature:	Temperature Controlled Office Environment
Lighting: Artifical Lighting		Pushing/Pulling: 1-25% of the time	
Lifting: 1-25% of the time		Bending/Stooping: 1-25%	
Other: *Click here to enter text.*			

Type of Environment: a. Cubicle b. Select c. Select d. Select

Interaction with Public: a. N/A b. Select c. Select.

5. SUPERVISION

Supervision Exercised *(e.g., Directly – 1 Staff Services Manager I; Indirectly – 5 SSAs / AGPAs)*

Directly: 4 IT Manager I
Indirectly: 3 IT Supervisor II, 18 IT Specialist II, 22 IT Specialist I, 6 IT Associate

6. SIGNATURES

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.

Employee's Name (Print)
Click here to enter text.

Employee'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)
Click here to enter text.

Supervisor's Signature   Date

7. HRSD USE ONLY

Personnel Management Group (PMG) Approval

Civil Service Classification
IT Manager II

Position Number
280-353-1406-007

☐ Duties meet class specification and allocation guidelines.	PMG Analyst initials	Date approved
	LB	3/13/2019

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

Click here to enter text.

** **AFTER SIGNATURES ARE OBTAINED:**
- **SEND A COPY OF POSITION STATEMENT TO HRSD (VIA YOUR ATTENDANCE CLERK) TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)**
- **FILE ORIGINAL IN THE SUPERVISOR'S DROP FILE**
- **PROVIDE A COPY TO THE EMPLOYEE**