



**Classification: Information Technology Specialist II**

**Working Title: Senior Physical Security Engineer**

**Position Number: 358-519-1414-005**

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

**Assigned Headquarters: Sacramento Headquarters**

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

### **Job Description Summary**

Under the general direction of the Information Technology Services Division (ITSD), Cybersecurity & Engineering Information Technology (IT) Manager I, the Senior Physical Security Engineer acts as an advanced specialist on a wide array of physical security-related functions for the California State Lottery (Lottery). The duties for this position pertain to technical design and support for the Lottery's physical security systems, including the proper operation and configuration of highly technical security monitoring and logging equipment. The duties for this position are focused in 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**

- 40% Lead the planning, definition, and implementation of physical security solutions needed to secure critical data and systems throughout the Lottery's technical environments. Engineer the Lottery's physical security systems. Maintain, upgrade, tune, and troubleshoot physical security system software, such as the Access Control, Video Surveillance, License Plate Reader, Alarm, and Intercom platforms. Program and configure various security software and hardware devices. Develop and configure hardware templates using the Pro-Watch platform. Administer Windows servers and workstations. Administer storage devices. Maintain databases and database platform software. Build and maintain test labs. Administer security analytic tools used to monitor, identify, and respond to security events/anomalies. Administer server patch software. Manage patching workflows, compliance reports, and asset inventory. Analyze and test physical security systems and devices for security vulnerabilities. Remediate vulnerabilities. Develop and implement secure baseline configurations. Test and deploy software updates for all physical security systems and devices, such as the OS and 3rd party software. Manage logical and physical access to all technical security systems and backend infrastructure components.
  
- 30% Install, maintain, administer, repair, and support miscellaneous physical security devices at all Lottery sites located statewide. Devices include, but are not limited to, cameras, badge readers, biometric readers, UHF readers, alarm sensors/appliances, intercom components, control panels, video analytic boards, workstations, servers, and peripheral devices. Perform or coordinate preventive maintenance work at Lottery sites. Preventative maintenance work includes testing, cleaning, and inspection of security system devices and supporting components. Conduct site reviews to identify physical security control



gaps and determine the importance, urgency, and risks to the Lottery. Make recommendations to improve security while reducing operating costs.

- 25% Plan, research, and design robust physical security architectures that balance business priorities, information security risks, and best practices to protect Lottery physical locations, systems, technology, and data assets. Analyze the Lottery's physical security environment to identify and evaluate security gaps across infrastructure, business applications, and presentation layers along with integration points. Serve as technical lead on the most complex physical security assignments and projects. Provide physical security expertise to business areas, project teams, and third-party vendors. Develop physical security requirements. Establish physical security standards, guidelines, processes, and quality controls. Drive their adoption and use. Perform security reviews of physical security components, systems, and devices. Prepare physical security system reports by collecting, analyzing, and summarizing operational data and trends. Provide management with briefings to advise them of critical issues and other physical security exposures. Lead special projects or research investigations. Provide technical leadership and guidance to Physical Security Engineers on best physical security practices, policies, and procedures.

### Marginal Functions

- 5% Perform other job-related duties as assigned such as but not limited to: developing/maintaining various documentation, acting as a project lead, and performing analysis and consulting services.

### Scope and Impact

- a. 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. Disruptions that impact revenue generation would significantly affect the Lottery's ability to achieve its mission. In addition, incorrect data supplied to executives, upon which members rely for decision-making criteria, and/or unsupported recommended approaches or solutions could result in wasted resources and inefficient use of Lottery resources. Negative decisions on mission critical Lottery systems could result in outages where such failures would be a significant embarrassment to the Lottery, the Governor, and the state.

Errors, incomplete staff work, poor recommendations, and/ or poor decisions may result in the loss of or disruption of major service to customers and/or the inability of ITSD to meet business needs. As appropriate, staff must be available to respond to service outages that affect daily operations to ensure business continuity.

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.



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

The incumbent is required to lift, move, package, and install equipment (which can weigh up to 30 pounds or more) using a wheeled cart. Working at heights using ladders or lifts is occasionally required.

**Working Conditions and Requirements** The Senior Physical Security Engineer will work in a fast-paced environment, with competing priorities, and critical deliverables.

- a. **Schedule:** This position supports the Lottery during normal business hours from 8:00 a.m. to 5:00 p.m. 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 cell phone. This position is required to be reachable outside of normal business hours.

### **Effective Date:**

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**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.

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**Supervisor Signature**

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**Printed Name**

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**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.

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**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).