

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Information Technology Specialist I	OFFICE/BRANCH/SECTION Information Technology/Security Services Division	
WORKING TITLE Information Security Analyst	POSITION NUMBER 900-170-1402-126	REVISION DATE 09/05/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of an Information Technology Supervisor II, within Information Technology (IT) Security Services Division, the Information Technology Specialist I serves as an Information Security Governance, Risk, and Compliance subject matter expert (SME), security governance/compliance project manager for Division projects, and other business operations within the Information Security Office.

MAJOR FUNCTIONS:

The incumbent performs various security related work to ensure a strong security posture in support of Caltrans Information Security and Privacy programs in alignment with the State Information Management Manual (SIMM 5300) and the State Administrative Manual (SAM). The incumbent provides oversight and guidance as it relates to technical strategies to implement enterprise-wide security solutions. Provides oversight for mandated security assessments and audits. The IT Specialist I is responsible for developing policies, procedures, specifications, documentation, and reports related to the security and privacy programs in compliance with State guidelines.

DOMAIN:

Information Security Engineering

CORE COMPETENCIES:

As an Information Technology Specialist I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	<p>Program Analysis</p> <p>The incumbent is responsible for the oversight, evaluation, planning, and documentation for the Department's Information Security and Privacy Programs. This includes developing and maintaining the Technology Recovery Plan, Incident Response Plan, and the Information Security and Awareness program. These development tasks include, but are not limited to project oversight, conducting market research, developing policies, procedures, practices and establishing security standards. This also includes performing analysis and development of reporting and dashboarding using tools such as Excel, Tableau, Power BI, etc. Participate in outreach activities with the Department's Districts and Program Areas to design and plan security exercises and training activities in alignment with the SIMM and SAM. Provide guidance with addressing security assessment and audit findings and assist with remediation activities.</p>
15%	E	<p>Program Documentation</p> <p>The incumbent is responsible for the development, review, and maintenance of documentation for the Department's Information Security and Privacy Programs; development and submission of required annual reports to the Department of Technology's (CDT), California Information Security Office (CA ISO) in accordance with the SIMM and SAM; and development and maintenance of the security program Deputy Directives, Security Practices, Security Program Manual, and procedural documentation; and review and provide guidance on submitted program or system design documentation as it relates to security protocols. The incumbent will act as a security Subject Matter Expert (SME) in evaluating projects and program proposals for adherence to State laws, guidelines and industry best practices. This includes reviewing account requests, analyzing legislative bills, completing analysis and preparing reports.</p>
15%	E	<p>Project Management</p> <p>The incumbent is responsible for initiating planning, executing and controlling security project activities following the Project Management Book of Knowledge (PMBOK) Project Management methodology. In addition, the incumbent provides oversight, guidance and recommendations in the evaluation of new and existing project management documents to ensure required security controls are developed within the design documents. The incumbent will participate in special projects, investigations, and assessments</p>
15%	E	<p>Security Operations</p> <p>The incumbent will participate in Security Operations functions including review and remediation of alerts and logs from security tools. This includes analysis and response using Security Incident and Event Management (SIEM), endpoint security, Intrusion Detection and Prevention, firewalls, and other security tools.</p>
10%	E	<p>Security Assessments, Exercises and Incidents</p> <p>The incumbent participates as a lead and/or team member on the Department's Security Incident Response Team.</p>
5%	M	<p>The incumbent will perform other duties in security domain(s) or in support of Security Services activities as needed.</p>

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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POSITION DUTY STATEMENT

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent has no direct supervisory responsibilities. However, this position may require the incumbent to lead small teams to achieve common goals and objectives.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.

Ability to: Communicate effectively and professionally with all levels of the organization; formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situations to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise good judgment, analyze problems, and take appropriate action. Poor decisions or recommendations could result in significant losses of departmental efficiencies through unnecessary delays, loss of data, equipment damage, loss of employee productivity, and user dissatisfaction.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contacts with managers and staff in Caltrans, IT managers throughout the state, private consultants, and vendor representatives concerning the needs and development of IT systems. The incumbent may initiate contacts with other departments, governmental agencies, or private companies concerning security and IT technology related to the performance of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for prolonged periods of time using a keyboard, monitor, mouse, and telephone. Employee must value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; consider and respond appropriately to the needs, feelings, and capabilities of others; be tactful and treat others with respect. In addition, the employee must have the ability to multi-task, adapt quickly to changing priorities, and perform completed staff work or tasks and projects on short notice.

WORK ENVIRONMENT

Standard Work Hours: Monday - Friday 8:00am-5:00pm (some weekend or after-hours work may be required). This position is headquartered in downtown Sacramento, California. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate. There may be times where the incumbent is required to report to a Caltrans office within 48 hours of notice.

This position may require travel and after hours or extended work hours. The incumbent may travel to the Department's twelve (12) District offices and other departmental facilities to ensure they are in compliance with Department Security/Privacy programs and Incident Response policies and practices, and/or to participate in training and development classes and attend conferences for continued education and development. Possession of a valid driver's license is required when operating a State owned or

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leased vehicle.

Headquarters Office Locations: The incumbent will perform work indoors in a climate-controlled environment under artificial lighting. The incumbent may be required to work for extended periods of time in a computer room that maintains an approximate temperature of 70 degrees.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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