CalPERS

Duty Statement

Classification: **Information Technology Specialist II**

Position Number: **275-817-1414-004**

HCM#: **7501**

Branch/Section: **Information Technology Services Branch / Information Security Office / Information Technology Security Services / Security Operations Center**

Location: **Sacramento, CA**

Working Title: **Senior Information Security Analyst/Engineer**

Effective Date: **September 1, 2024**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

Information Technology Service Branch (ITSB) is a key member of the CalPERS executive management team and provides most, if not all, of the technology services that support the CalPERS lines of business. The organization includes a data center, programming maintenance and development team members, business development including business relations, business process improvement, security, and project and portfolio management. ITSB is committed to providing the technical leadership, increased business alignment, talent, transparency, and accountability in support of all of the CalPERS strategic business objectives.

Under general direction of the Security Operations Center (SOC) Manager, Information Technology Manager I (ITM I), the Information Technology Specialist II (ITS II) functions as one of the leads for the team comprised of security analysts, technologists, and engineers performing a wide array of complex security related tasks. The incumbent takes direction from the SOC Manager to perform the work associated with developing security architecture and assist in the development and implementation of key components of the Security Architecture and Assurance Program in support of CalPERS' business needs, information security policies, and State/Federal legal mandates. The ITS II provides expert technical advice and trains team members in performing complex technical security functions for the protection of the CalPERS infrastructure. The incumbent also provides technical security expertise to SOC team members and other CalPERS technical and operational areas. The incumbent serves as one of the unit's major points of contact for other CalPERS units, as well as the SOC Manager, and provides input to the SOC Manager regarding team performance. The ITS II is authorized to perform technical penetration and vulnerability testing activities against CalPERS owned information assets, following the CalPERS approved security testing methodologies. The IT Specialist II works primarily in the information security engineering domain.

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members**.**

45%   Onsite[1] and virtually, enhances security team accomplishments and competence by planning delivery of solutions of the highest criticality; answers technical and procedural questions for less experienced team members and other groups in ITSB; teaches improved security processes, such as how to improve root cause identification for security issues and employ more effective mitigation strategies; and mentors team members. Provides expert level consultation to business units on security and risk management concepts and techniques; works independently with minimal management oversight to create tailored security designs and recommendations that balance risk with business strategies and requirements; and works on the most complex, critical, and confidential information security projects. Provides expert level security assessments on IT infrastructure and applications; provides expert level risk assessments against IT assets. Provides expert level penetration testing services for all IT functions and layers. Designs and implements public key infrastructures (PKIs), including use of certification authorities (CAs) and digital signatures as well as hardware and software adhering to industry standards where applicable.

25%   Onsite and virtually, provides expert level engineering efforts for the design and implementation of security controls. Provides expert level analytical skills to identify gaps in primary and complimentary security controls and architect solutions to mitigate those gaps by balancing fiscal costs against risk and compliance requirements. Researches and develops Information Security standards (technical).

20%   Onsite and virtually, provides expert level forensics and root cause analysis for security incidents; maintains a high level of professional knowledge to serve as an expert witness. Verifies security systems by developing and implementing test scripts and applications (mobile/client-server/web). Maintains security by monitoring and ensuring compliance to standards, policies, and procedures; conducting incident response analyses; and developing and coordinating training programs. Upgrades security systems by monitoring security environment using customized & automated monitoring solutions, such as enterprise-wide log management with ad-hoc reporting and querying; identifies security gaps; evaluates and implements security enhancements. Prepares system security reports by collecting, analyzing, and summarizing data and trends.

10%   Onsite and virtually, updates job knowledge by tracking and understanding emerging security practices and standards; participating in educational opportunities; reading professional publications; maintaining personal networks; and actively participating in professional organizations.

Working Conditions

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA - Headquarters at least three weekdays.
- Workstation is located in a standard multi-level office building accessible by stairs and elevator, with artificial light, height-adjustable desk, and adjustable office chair.
- Prolonged reading and typing on a laptop or keyboard and monitor.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯ **Date**:

I certify that the above accurately represent the duties of the position.

Supervisor Signature:⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯ **Date**: