



Classification: Information Technology Spec II
Position Number: 880-280-1414-025

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-280-045	Classification Title: Information Technology Specialist II	Position Number: 880-280-1414-025
Incumbent Name: VACANT	Working Title: Information Security Analyst	Effective Date: January 28, 2025
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Division of Information Technology		Section/Unit: Information Security Office
Supervisor's Name: Angela Ramirez		Supervisor's Classification: Information Technology Manager I

Human Resources Use Only:	
HR Analyst Approval: Katie Hill	Date: 01/27/2025

General Statement
Under the general direction of the Information Technology Manager I (ITM I) of the Information Security Office (ISO) and consistent with good customer service practice and the goals of the State and Regional Board's Strategic Plan, the incumbent is required to be courteous, communicate effectively and professionally (verbally and in writing) with team members and customers, follow through on commitments, provide timely responses and consider internal and external customer input when completing work assignments.
Position Description
The Information Technology Specialist II (ITS II) is a technical subject matter expert and security authority for security controls and tools, security plans, security policies, risk assessments, and incident response for State the California State Water Resource Control Boards (SWRCB). The incumbent is involved in ensuring the organization's compliance and observance of state and federal privacy and security regulations, standards, and best practices to secure information assets, remediate vulnerabilities, and promote a secure computing environment that provides consistent availability, confidentiality, and integrity of the SWRCB systems and information. The incumbent may perform tasks in the Information Security Compliance, Information Technology Project Management, Software Engineering, and System Engineering domains.



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Essential Functions (Including percentage of time):	
30%	Compose, review, and/or assist with technical security related policies, procedures, analyses, assessments, and other required information security documentation. Conduct information security risk assessments and participate in information security audits and assessments. Utilize frameworks and manuals for compliance such as the National Institute of Technology (NIST) 800-53, the State Administrative Manual (SAM) 5300, and the Statewide Information Management Manual (SIMM). Research, monitor, and analyze cybersecurity and technology related regulations, and legislation at the federal and state level.
25%	Plan and conduct Information Security and Privacy training activities including creating security awareness training, conducting phishing exercises, generating reports, and composing notifications. Participate in application and infrastructure projects to provide a security perspective in the design, implementation, planning, and deployment. Develop and recommend standards for hardening workstations, servers, infrastructure hardware, software, cloud infrastructure, and other IT equipment and resources.
25%	Provide specialized technical expertise in cybersecurity to assist in identifying threat indicators to detect attacks or compromised assets. Configure and manage security related hardware, applications, and tools. Perform security incident and event monitoring. Assist in vulnerability scanning and penetration testing.
Marginal Functions (Including percentage of time):	
15%	Work with subject matter experts to provide immediate response to high-priority alerts from information security related products and services to ensure the potential issue is evaluated and proper remediation steps are taken if necessary. Respond to security related threats as part of a Cybersecurity Incident Response Team (CSIRT). Conduct security incident management and investigations. Maintain contact with other State agencies and security units such as California Cybersecurity Integration Center (Cal-CSIC). Research new information security technologies to ensure the information security program meets the future needs of the organization. Participate in change management approval processes.
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.	
Typical Working Conditions:	
The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Travel may be required.	



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Supervisor Statement		
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date