STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT
DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Information Technology Specialist II	Information Technology/Security Services Division	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Lead Policy Governance Specialist	900-170-1414-924	02/06/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of an Information Technology Manager I (ITM I), within Information Technology (IT) Security Services Division, the Information Technology Specialist II (IT Specialist II), serves as a lead in cyber policy and is responsible for the maturation of the policy and governance unit including but not limited to development and establishment of processes, procedures, creation of key performance indicators (KPI) for the management and oversight 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 roles and responsibilities include, but are not limited to: overseeing and maturing the policy and governance unit process and procedures for the development, release and notification of key cybersecurity deputy directives (DD) (policies), cyber security practices (SP) (standards) in alignment with the State Administrative Manual (SAM), sections 4900 and 5300, State Information Management Manual (SIMM), and the National Institute of Technology (NIST) 5300. Establish guidelines for collaboration and assistance on projects with information technology components, including document, business and technology requirement analysis to ensure cybersecurity and privacy controls are addressed.

DOMAIN:
Information Security Engineering

CORE COMPETENCIES:
As an Information Technology Specialist II, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

- **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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

- **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, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)[1]	Job Description
35% E	**Governance, Risk and Compliance** The incumbent serves as a lead in the development of the governance, risk and compliance (GRC) program, including the analysis of the existing program to identify gaps, areas of enhancement, and new areas for growth and development. Develop the management, monitoring, organizational risk reporting and remediation criterion for identified information and data cybersecurity audits (internal/external) and third-party independent security assessment (ISA) findings. Extend the newly developed project risk assessment program to the management and reporting of the audit and ISA remediation efforts maintaining alignment with the CIS Controls. Establish minimum and maximum cybersecurity compliance guidelines, requirements, and compensating controls in accordance with SAM and SIMM to support the infrastructure and network environments. Serve as the lead on high visibility efforts; including the Governor's Office Cal-Secure mandates to ensure the Department meets the full compliance requirements, incident management as it relates to policy, governance and the California Department of Technology reporting requirements.
35% E	**Policy and Governance Program Maturation** The incumbent serves as a lead in the oversight, evaluation, planning, and documentation for the Department's governance, risk and compliance programs. This includes developing and maintaining the Information Security Management Manual, Technology Recovery Plan, Business Continuity Plan as it relates to the cybersecurity tools and technology. Collaborates with the SSD privacy coordinator on the maturation, maintenance, development of use cases within the Incident Response Plan, and the Information Security and Awareness training 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 dashboard development using tools such as Excel, Tableau, Power BI, etc. Provide guidance with addressing security assessment and audit findings and assist with remediation activities.
25% E	**Program Communication (Mentorship)** The incumbent will assist in the management of the CTISO inbox and all incoming requests as it pertains to the Department's Information Security and Privacy Programs. This includes, but not limited to: serving as the lead in the development and submission of required annual reports to the Department of Technology's California Information Security Office in accordance with the SIMM and SAM; development and maintenance of the security program Deputy Directives, Security Practices, Security Program Manual and procedural documentation.
5% M	The incumbent will perform other related duties as assigned in the security domain(s) or in support of Security Services activities, as needed.

[1]ESSENTIAL 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.

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: 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 situation 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, integrity and attitude at all times. Inappropriate actions, poor decisions or recommendations and/or failure to communicate effectively could lead to a loss of departmental efficiencies due to unnecessary delays, loss of productivity, customer dissatisfaction and/or loss of reputation to the Division (IT/SSD).

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 IT technology related to the performance of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The incumbent may be required to sit for long periods of time using a keyboard, video display terminal and telephone and may be required to lift and move supplies and equipment from one location to another. The incumbent must be able to walk between multiple State buildings and have a thorough knowledge of Caltrans building locations. This is a fast-paced job with a lot of deadlines. Thus, the incumbent in this position will be required to multi-task, be open to change, adapt to changes in priorities and policies, and to complete tasks or projects with short notice. The incumbent must be able to sustain mental activity needed for problem solving which includes reading, writing, analyzing, understanding, interpreting, consulting, developing alternatives, drawing sound conclusions, and recommending, implementing and evaluating solutions. The incumbent must be able to exercise sufficient control over emotions to gain and maintain the confidence and respect of others, recognizing and acknowledging emotionally charged issues or problems and responding appropriately to them.

WORK ENVIRONMENT
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.

If not working remotely, the employee will work in a climate-controlled office under artificial lighting using a personal computer. The employee may be required to work for extended periods of time in a computer room that maintains an approximate temperature of 70 degrees.

The employee may be required to 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.. When available, a State vehicle will be provided. Possession of a valid driver's license is required when operating a State owned or leased vehicle. If the employee utilizes their own personal vehicle, they may be reimbursed for travel expenses.

Some weekend or after-hours may be required. The employee must carry a cell phone and respond to calls after hours. There may be times where the incumbent is required to report to a Caltrans office within 48 hours of notice.

Standard Work Hours: Monday - Friday 8:00am-5:00pm

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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