

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

☐ Current☒ Proposed

RPA NUMBER 27075	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Information Security and Privacy Office	REPORTING LOCATION 707 3rd Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00am - 5:00pm	POSITION NUMBER 306-072-1414-037	CBID R01
CLASS TITLE Information Technology Specialist II	WORKING TITLE Technology Recovery Plan Coordinator	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under general direction of the Information Technology (IT) Manager I, the IT Specialist II in the Department of General Services, Enterprise Technology Solutions within the Business Technology Management and IT Project Management domains, position acts as a project lead performing a wide variety of tasks in the development, implementation and management of the Departments critical IT business areas technology recovery, disaster recovery and IT focused Business Continuity plans. The position is responsible for ensuring that DGS is prepared to respond to unexpected events and can continue to operate even in the face of disruptions.

SPECIAL REQUIREMENTS ☒ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)
Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Designs and documents detailed technology recovery plans (TRP) tailored to the department needs, including disaster recovery (DR) and business continuity strategies by identifying critical IT systems and applications, establishing recovery priorities, and defining recovery time objectives and recovery point objectives; maintaining up-to-date documentation of recovery procedures, contact lists, and resource inventories; reviewing Business Impact Analyses from other programs and coordinating the consolidated DGS Plan program; coordinating with programs on their Plans and identify what systems need to be included in DGS TRP based on their severity, business criticality, maximum tolerable downtime, etc, in order to develop and maintain an annual Technology Recovery plan (TRP) for the Department that includes System Recovery Plans, create and maintain the Enterprise Technology Resources (ETS – DGS IT Shop) IT Plan; develop and implement the IT focused Business Continuity Plan (Plan), to ensure the continuity of critical IT services, minimize downtime, comply with regulatory requirements, and prepare for unexpected events
30%	Plans, organizes, and leads regular recovery plan tests and simulations to validate the effectiveness of recovery strategies and identify areas for improvement by analyzing test results, developing improvement plans; developing and delivering training programs for IT staff and key stakeholders on recovery procedures and best practices, in order to promote awareness of recovery plans and

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PERCENTAGE	DESCRIPTION
	responsibilities throughout the department to ensure lessons learned are incorporated into recovery plans and alignment with department goals and compliance with industry standards and regulations
20%	Maintain business stakeholders, vendors, and key IT support staff rosters; take incident commander role when TRP system(s) is down by conducting and overseeing annual review of DGS TRP and external entities TRPs with whom DGS has Inter-agency Agreements; preparing and submitting TRP documentations to CDT annually; reviewing and maintaining catalog of service level agreements and objectives of DGS IT infrastructure and vendor-supported SaaS/PaaS/IaaS systems, in order to meet reporting and auditing requirements to ensure alignment with department goals and compliance with industry standards and regulations
10%	Collaborates with cross-functional teams on technology recovery and business continuity planning and security related topics by scheduling and attending cross functional meetings and working sessions; attending in person meetings and working sessions, in order to gather information to be used completing primary duties and contribute knowledge and expertise to other team members and stakeholders to ensure efficiency of processes and planning across the department

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs other duties as assigned and maintains applicable knowledge and certifications by, including but not limited to, meeting with professional organizations, attending all mandated and recommended trainings and meetings, researching TRP and IT security trends and best practices, in order to continue growth and learning, to ensure industry standards are met and mandatory training is completed utilizing applicable classes, meetings and system learning tools

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is Hybrid and eligible for telework up to three (3) days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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