

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Information Systems Analyst (Specialist)	OFFICE/BRANCH/SECTION D20/IT/Security and Network Services Division	
WORKING TITLE Information Security Analyst	POSITION NUMBER 900-170-1312-nnn	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the general supervision of the Security and Network Services Division Chief, Chief Information Security Officer (CISO) and direct supervision of the Assistant Information Security Officer in the Information Security Office, the incumbent will serve as the lead responsible for developing, implementing, testing, and maintaining Caltrans Enterprise Technology Recovery (aka Disaster Recovery) Program.

The incumbent will lead the development of policies, procedures, and standards for the Technology Recovery Program. The incumbent leads technology recovery planning activities with Districts, Program Managers and Information Technology in the development and implementation of technology recovery strategies, plans, tools, and tests; and coordinates data recovery priorities established in the business continuity plan.

The incumbent will assist in documenting and testing the Department's Cyber Incident Response Plan to ensure notifications align with the Department and CalOES Emergency Response/Business Continuity Program and Technology Recovery Plan. Incumbent will ensure the communication structure aligns with Caltrans escalation procedures and coordinates department-wide notification of technology incidents, outages, and vulnerabilities.

The incumbent will review Project Management documents and recommend technology recovery, information security, and incident response requirements.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	<p><b>Technology Recovery Program:</b> The incumbent is responsible for coordinating the production of the Department's enterprise Technology Recovery Program including developing training and outreach materials; and preparing and conducting Department Technology Recovery exercises. These tasks include: Plan submission to the California Information Security Office, in adherence to the State Administrative Manual (SAM) 5300, Statewide Information Management Manual (SIMM65A) and National Institute of Standards and Technology (NIST) guidelines; coordinating with Caltrans Districts and Programs to consolidate an enterprise Technology Recovery Plan and submit the Agency Disaster Recovery Program Certification; leading the development of policies, procedures, and standards for the Technology Recovery Program and the notification; and leading technology recovery planning activities with Districts, Program Managers and Information Technology with the development and implementation of technology recovery strategies, plans, tools, tests, and coordinates recovery priorities established in the business continuity plan.</p>
40%	E	<p><b>Cyber Incident Response:</b> The incumbent will assist in documenting and testing the Department's Cyber Incident Response Plan to ensure notifications align with the appropriate programs and departments. Incumbent will ensure the communication structure aligns with Caltrans escalation procedures and coordinates department-wide notification of technology incidents, outages, and vulnerabilities. The incumbent work with the Office of Emergency Services and other agencies in the Emergency Operations Center when there is an emergency incident. The incumbent will respond to events and bring management up-to-date on the points of failure and expected time of service restoration.</p>
15%	E	<p>The incumbent will review Project Management documents and recommend technology recovery, information security, and incident response requirements.</p>

**ADA Notice**

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5% M The incumbent will represent the CISO in Statewide exercises and activities.

<sup>1</sup>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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. The employee serves in a lead role, as a subject matter expert, and as a project leader to other staff and consultants assigned to the project under his/her span of control.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of electronic computer operating systems and applications; networking concepts, telecommunications; data processing equipment and its capabilities and interfaces between hardware and software.  
Knowledgeable of NIST, Government Code, Penal Code and State Administrative Manual sections regarding Information Security, Technology Recovery, and Incident Response for State of California Departments.

Ability to analyze data; develop detailed documentation; reason logically and creatively to identify and resolve problems; participate in and perform systems analysis, cost/benefit analysis and risk analysis.  
Ability to perform policy analysis related to the Department's information security needs.  
Ability to establish and maintain cooperative relationships with other agencies, vendors and contractors  
Ability to communicate effectively with technical and non-technical staff, both verbally and in writing; extend excellent customer service and interpersonal skills to ensure effective communication with all levels in the organization; provide leadership and guidance during and after work hours; work within a team environment that spans multiple disciplines; and work independently.  
Ability to work well under pressure; effectively manage changing priorities and handle concurrent assignments;

Possess a level of analytical ability and expertise to permit the employee's exercise of sound judgment in all disciplines from conceptualization through detailed implementation on complex projects.  
Possess a level of spelling, grammar, punctuation and Modern English usage, math and algebraic applications for use in development of documentation, cost/benefit analyses, metrics, and thorough deliverables.

Understanding of emerging technologies and products as related to information security.

#### Desirable Qualifications:

Certified Business Continuity Professional (CBCP) or equivalent technical recovery certification.  
Certified Information Systems Security Professional (CISSP) or equivalent security certification.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will make recommendations concerning the security and availability of Department information assets. The effect of those recommendations will affect the efficient and effective operation and performance of the Security and Network Services Division and the Department. Recommendations will influence Department policy and potentially operations. Failure to perform could result in the loss of departmental information asset and department trust.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely be in contact with members of the Department's management, staff and the IT Division. Additionally the incumbent will interact with the State Information Security Office, control agencies, staff from State of California Departments performing similar duties and vendor or outside consultant who may be providing IT services to the Department.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to respond to technical emergency incidents that require extended work hours. The incumbent must be able to communicate orally and in writing to all levels of Department staff. Incumbent must be physically able to travel throughout the State by any mode of transportation (e.g. aircraft, train, bus, taxi, rental car, etc). The incumbent may be required to sit for long durations using a telephone, keyboard, and video display terminal.

Mental requirements include: openness to change and new information; ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice; provide leadership and guidance

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during and after work hours. Sustained mental activity is needed for planning, response, and recovery of technical disaster events and incident, including the ability to focus on the problem solving and analysis.

Emotional requirements include: ability to value cultural diversity and other individual differences in the workforce; ability to adjust rapidly to new situations warranting attention and resolution; ability to consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; ability to be tactful and treat others with respect. Additionally the incumbent must be dependable, organized and punctual.

## WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. The incumbent will be required to work for limited amounts of time in high noise level computer rooms with lower than normal temperatures. Employee may also be required to travel to district and outlying offices to conduct analyses and/or training.

In the event of a Technology Recovery emergency or exercise, employee may be required to work extended hours.

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