

**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 Forensics Specialist	POSITION NUMBER 900-170-1312-924	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 Assistant Information Security Officer, Systems Software Specialist II, Supervisory, incumbent is responsible for working directly with the Senior Forensics Specialist in conducting digital forensics and technical analysis on technology systems and information assets in response to Department requests. Duties assigned to this position include, but are not limited to, conduct digital forensic analysis on technology and information assets, including but not restricted to workstations, laptops or personal computers, applications, software, hardware, and mobile devices. The incumbent will document, research, develop reports and present forensic findings. The incumbent will preserve the chains of custody and evidence. The incumbent will represent the Department as expert witness in hearings and trials as a result of digital forensics investigations.

This position requires working independently as a technical expert, as part of a team on complex security and forensic issues, and interacts with all levels of management, internally and externally.

The incumbent is knowledgeable of the applicable Federal National Institute of Standards and Technology (NIST) policies, State Administrative Manual (SAM), the Department's Information Security policies and other security related policies (Payment Card Industry (PCI) Privacy, HIPAA, etc.) and laws.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	The incumbent is responsible for conducting forensic data capture and analysis in response to Department requests following precise procedures to preserve the chain-of-custody of evidence. Duties assigned to this position include, but are not limited to, researching and conducting forensic analysis on technology and information assets, including but not restricted to workstations, laptops or personal computers, applications, software, hardware, and mobile devices. The incumbent will document, create reports, and present forensic findings.
20% E	The incumbent will use, maintain, and develop forensic software, hardware and tools. The incumbent will evaluate and purchase equipment, tools, software, and supplies to support the Forensics Unit.
20% E	Incumbent will participate in reviewing and implementing the Department's broader Information Security Program. This participation will include, but not limited to developing and maintaining metrics, systems, and processes for reporting, documenting, and coordinating response to incidents. Monitoring and reviewing logs related to the operation and security of the Department's information assets, including the Internet, systems and equipment. Reviewing and approving or denying non-employee access to the Department's information assets and maintain accurate logs. Evaluating project management documents to ensure appropriate security controls to meet the Department's information security policies, standards, industry best practices, regulations, and State and Federal policies and laws, and conducting special projects as needed.
5% E	The incumbent will represent the Department as expert witness in hearings and trials as a result of forensic and technology investigations as needed.
5% E	Incumbent will travel to the Department's twelve (12) District offices and other facilities.

**ADA Notice**

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5% M Incumbent will participate in the Department's Cyber Incident Response Team.

<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. May act in a lead capacity.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess the ability to communicate in verbal and written format clearly, concisely and in a manner that is easily understood by technical and non-technical staff including the ability to develop and document new processes. Excellent customer service and interpersonal skills are required to ensure effective communication with all levels in the organization as well as internal and external customers. The incumbent must develop and maintain effective working relationships with business customers, technical staff and co-workers. The incumbent must be dependable, discreet, and organized. The incumbent must be able to make rational and feasible decisions and effectively evaluate the results and consequences.

#### Knowledge of:

The incumbent must have a full understanding of forensic and information security technologies and products. The incumbent must have knowledge of electronic computer operating systems and applications; networking concepts, telecommunications; and Information Technology (IT) equipment.

The incumbent must be knowledgeable of the Federal NIST, Government Code, Penal Code and SAM sections regarding forensics and information security.

#### Ability to:

The incumbent must have the ability to analyze data; develop detailed documentation; reason logically and creatively to identify and resolve problems; the ability to participate in and perform systems analysis, cost/benefit analysis and risk analysis.

The incumbent must have the ability to establish and maintain cooperative relationships with other agencies, vendors and contractors; 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; work within a team environment that spans multiple disciplines; and work independently.

The incumbent will be required to work outside normal business hours when conducting digital captures.

#### Analytical Requirements:

The incumbent must have a level of analytical ability and expertise to permit the employee's exercise of sound judgment. The incumbent must work well under pressure; effectively manage changing priorities and handle concurrent assignments; have 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.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Department will depend on the Staff Information Systems Analyst's work products to effectively and successfully implement the Department's IT Security and Network Services strategic goals and objectives. Failure to implement these objectives properly will cause the Department of Transportation to be out of compliance with regards to data security.

The incumbent will make recommendations and provide Forensic analysis that will impact and effect the operations of the Security and Network Services Division and the Forensics Office. Recommendations will influence Department policy, information security policy and practices.

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The incumbent's actions, conduct, and professionalism can significantly affect the outcome of legal and Human Resources proceedings. The outcomes of such proceedings can have a significant financial, reputational, and business impact on the Department.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will routinely be in contact with members of the Department's management, staff, and contractors. The incumbent will also be in contact with Federal, State, and Local government agencies, control agencies, and vendors.

**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. The incumbent must be physically able to maneuver (lift, move, etc.) equipment. Incumbent must be able to travel throughout the State of California by a variety of modes of transportation.

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. Employee must have the ability to multi-task, to adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to maintain a calm and professional attitude and demeanor in the event of dealing with difficult and disgruntled employees.

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. Employee must be able to effectively handle stress which may arise in the event of dealing with difficult and disgruntled employees.

**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.

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)

ROBERT TRAVERSI

SUPERVISOR (Signature)

DATE