

YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS

DUTY STATEMENT

CLASSIFICATION TITLE Information Technology Specialist I	DIVISION NAME Information Technology Division, Enterprise Security Services Office, Access Management Section
WORKING TITLE Access Management Security Analyst	POSITION NUMBER 333-300-1402-031
EMPLOYEE NAME VACANT	EFFECTIVE DATE March 1, 2018

You are a valued member of the Department of FI\$Cal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the direction of the Information Technology Supervisor II, the Information Technology Specialist I acts as a high-level technical specialist, performing Access Review/Fulfillment activities supporting the FI\$Cal Access Management process.

The Information Technology Specialist I (IT Specialist I) works independently and as part of a team managing the FI\$Cal enterprise identity and access management process. The Information Technology Specialist I is also responsible for the more complex duties of designing, implementing and/or validating, appropriate security controls in both new and existing systems/processes that are currently in place or undergoing substantial redesign. The incumbent performs audits on systems and processes to identify vulnerabilities, and makes recommendations to management of requirements, applicable statutes, regulations, policies, guidelines, and best practices.

The duties for this position are focused in the Information Security Engineering domain, however, work may be assigned in the other domains as needed.

SUPERVISION RECEIVED

Reports directly to the Information Technology Supervisor II, within the Enterprise Security Services Office.

SUPERVISION EXERCISED

The IT Specialist I has no direct supervisory responsibilities. The Incumbent may act as lead as directed by the Information Technology Supervisor II.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40%	Access Management and Administration <ul style="list-style-type: none">• Troubleshoot and resolve incident tickets (Service Now and Identity Self Service) assigned to Access Management via:<ul style="list-style-type: none">○ Analyze the request to ensure that security requirements are met○ Create users and assign roles○ Reset user passwords○ Validate user preferences• Participate in collaboration efforts as needed with other FI\$Cal Divisions to troubleshoot and resolve incidents as required. Update production application roles and permissions to meet business and technical needs of FI\$Cal.• Provision and maintain user identities in the Production Identity and Access Management (I&AM) suite utilizing:<ul style="list-style-type: none">○ Oracle Identity Manager (OIM)○ PeopleSoft○ Hyperion○ Primavera• Document internal Access Management procedures.• Provision central and departmental users in production and non-production environments.• Train/mentor team members in various Access Management processes.• Review, document and execute bulk load procedures.
30 %	FI\$Cal User Role Oversight & Monitoring <ul style="list-style-type: none">• Establish methods to perform analyses and detect inappropriate user roles and role requests; develop procedures to ensure that all roles within the system are assigned as requested.• Collaborate with team members and FI\$Cal staff to monitor user access within the system. Detect and analyze security flaws with regard to user roles and user access to the FI\$Cal system.• Analyze and monitor user access to the system including all existing users and all new user access requests for Separation of Duties (SOD).

15%	PeopleSoft/ Oracle Security Administration <ul style="list-style-type: none"> • Provide technical support in planning, organizing, implementing, monitoring, and controlling activities associated with the more complex design application roles and permissions to meet business and technical needs of FI\$Cal. • Resolve workflow and route control issues.
10%	Information Security Risk Management and Compliance <ul style="list-style-type: none"> • Support the coordination effort of ongoing assessment of the more complex key security controls for both in-house and out-sourced systems/resources. • Support assessment of intricate security controls in new systems/resources and/or systems/resources that are undergoing substantial redesign. • Audit configurations of IT systems and monitor changes, in order to reduce security risk and achieve compliance. • Ensure adherence to all State and Federal guidelines; provide management with updates and recommendations as required. • Conduct regular security reviews that audit all major IT systems and data processing activities to ensure compliance with applicable laws, regulations, and FI\$Cal security policies. • Coordinate the identification, ownership, and classification for all FI\$Cal ERP System records, files, and databases, to ensure the integrity and security of agency information assets. • Provide technical guidance to departmental staff on appropriate response procedures based on the risk assessments completed. • Assist with the implementation and update of the more complex system/process resource security controls.
<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

REQUIRED SKILL SETS

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.

HIGHLY DESIRABLE QUALIFICATIONS

- Ability to learn and perform in a dynamic environment via peer to peer collaboration, work well under pressure.
- Ability to exercise a high degree of initiative.
- Ability to easily adapt to changing priorities, plan and project workload to meet work demands to meet firm deadlines.
- Ability to use judgment in interpreting policies, precedents and work directions for appropriateness to specific tasks or problems.
- Knowledge of Access Management and familiarity with business processes supported by FI\$Cal.
- Application of critical thinking in support of IT projects. IT software and hardware problem resolution processes.
- Ability to provide and maintain excellent customer service when working with both internal and external customers.
- Knowledge of IT Infrastructure principles and best practices.
- Knowledge of Information Security Practices.
- Knowledge of the State Administrative Manual (SAM).
- Knowledge of the Statewide Information Management Manual (SIMM).
- Knowledge of Access Management Audit Practices.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check is required.**

WORKING CONDITIONS

The incumbent will need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FI\$Cal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). This position requires the ability to handle stress. The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

H/R Analyst _____

Date Revised: 03/01/2018