



Duty Statement

**Executive Division
Enterprise Risk, Information Security & Privacy Office**

**Information Technology Manager I
358-110-1405-001**

Chief Information Security & Privacy Officer

Under the general direction of the Risk & Process Evaluation Manager, Executive Division, the Information Technology Manager I (ITM I) is designated as the Chief Information Security and Privacy Officer (CISO). The CISO is responsible for providing oversight and participates in the planning, developing, and managing efforts of Information Security and Data Privacy duties for the California State Lottery. The CISO acts as an expert specialist, consultant, or manager on the most complex systems and software projects; and, provides the highest level of managerial expertise and advice in the implementation of laws, policies, and standards regarding current Information Security and computer industry technology. This responsibility includes the practices on data security, confidentiality, privacy, and the integrity, auditability, evaluation and management of the Lottery's Information Security Management System (ISMS). The duties for this position are focused in the Information Security Engineering domain; however, work may be assigned in other domains as needed.

A. Essential Functions

35% INFORMATION SECURITY AND PRIVACY PROGRAM MANAGEMENT:

Provide administrative oversight for the Information Security and Privacy Office. Establish goals, priorities, strategies and plans for the office and ensure that the objectives of Information Security and Privacy are met and risks are appropriately managed. Develop, implement, and direct all necessary security policies, standards, and procedures required for a comprehensive Information Security Management System (ISMS). Ensure that security policies and procedures provide operational guidelines and delineate the roles and responsibilities of all Lottery employees to ensure the confidentiality, integrity and availability of information assets. Direct the development, implementation, and operation of the ISMS for the collection, use, storage and destruction of Lottery's information assets, including security awareness training program with attention to relevant security policies and practices. Administer and report the implementation and compliance of the information security policies and assist Lottery's Internal Audits Office (IA) with compliance audits as needed to ensure the ISMS is aligned to the required governing information security bodies.

25% RISK MANAGEMENT:

Provide oversight to the implementation of security related practices to ensure Lottery's adherence to security policies and standards. Conduct risk analysis to identify critical assets, vulnerabilities and the adequacy of Information Security and Privacy safeguards. Identify, formulate and recommend Information Security policies and principles that will ensure the integrity, confidentiality, reliability and appropriate use of Lottery's information assets. Develop Information Security standards related to information technology usage. Collaborate with Information Technology Services Division (ITSD) regarding events and activity relevant to cyber security defense practices.

20% SECURITY INCIDENT MANAGEMENT:

Develop and implement policies and procedures for the monitoring and reporting of incidents involving intentional, unintentional or unauthorized access, disclosure, use, modification or destruction of Lottery assets. Conduct information security investigations when there are actual or suspected violations of Lottery's Information Security policies. Respond, investigate, and track security incidents to resolution. Conduct post-incident reviews, develop action plans to reduce further exposure, and evaluate and report on trends and weaknesses in the Lottery's ISMS.

10% PLANNING AND ARCHITECTURE:

Collaborate with Lottery's information and technology and enterprise architecture in ITSD and security operations of Security/Law Enforcement Division (SLED) to manage the design and implementation of technical controls or threat countermeasures. Conduct maturity assessments to identify gaps and develop alternatives for investment recommendations to improve Lottery's security posture in workforce qualifications, systems and technical architecture, and business processes. Review and recommend improvements to Lottery's Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) and planning process to comply with state policies and industry best practices. Review contracts to ensure information security and privacy protection controls are addressed.

5% ADMINISTRATIVE RESPONSIBILITIES:

Provide open and complete communication among staff and organizational units. Develop, maintain, and enforce valid staff selection and performance evaluation criteria. Develop staff performance expectations and ensure completion of individual development plans. Provide direction and guidance to staff.

B. Marginal Functions

5% Participate in the planning and implementation of monitoring programs to ensure compliance with approved Lottery information security policies and procedures. Work with the ITSD IT Security group to implement and assess security controls.

C. Supervision Received

The CISO reports directly to the Risk & Process Evaluation Manager, Executive Division, and receives input and policy guidance from the Information Security Committee (ISC). The CISO is required to act independently and is held responsible for decisions made.

D. Supervision Exercised

Oversee and review the activities of internal and external staff supporting physical and logical access activities. Direct and manage the activities of staff supporting security projects and functions. Provide managerial leadership to staff in the areas of information security and privacy.

E. Administrative Responsibility

The CISO provides management reports, incident reports, and other periodic reporting on information security and data privacy issues and audits and is directly responsible for the work of information security and data privacy to ensure the integrity and security of electronic files, databases, and computer systems. The CISO provides training and other related tasks.

F. Personal Contacts

The CISO has daily contact with all levels of personnel up to executive management within the Lottery and with outside consultants, vendors, business partners, state entities and other Lotteries.

G. Actions and Consequences

Failure to use good judgment performing the functions of this position may result in the inappropriate release of information; failure to resolve conflicts at the earliest possible level; or failure to ensure the lottery remains in compliance with laws, rules, policies and labor agreements.

H. Other Information

The CISO must have knowledge of the latest information technology and tools utilized by the Lottery industry, including change management and monitoring systems, information access controls, authentication technology, and encryption technology in a diverse multi-tiered computer environment.

Supervisor's Signature

Date

I have read and understand the assigned duties as described above.

Signature of Incumbent

Date