

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Information Security Officer	
		Division and/or Subdivision Information Technology Services	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Information Technology Manager I	
		Position Number 541-021-1405-004	
		Effective Date November 2021	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general direction of the Chief Information Officer, the Information Security Officer (ISO) is responsible for overseeing and implementing information security policies, standards, guidelines, processes, procedures, and best practices. The ISO manages the CAL FIRE information security program and CAL FIRE Cyber Security Incident Response. Oversee CAL FIRE compliance with state policies and procedures regarding the security of information assets.		
30%	*Establish and maintain CAL FIRE security policies and procedures in compliance with state information security and privacy requirements. *Work with Agency and State ISO's to meet policy frameworks and guidelines. *Determine technical proposals comply with all provisions of State Administrative Manual (SAM) regarding the information security and risk management. *Perform internal security reviews on physical and environmental security of deployed Information Technology products and services as well as conduct internal information security reviews on all CAL FIRE business operations. *Ensure procedures and policies are met regarding to Incident Management. *Work with the Operations Manager to ensure operational and continuity plans are in place and tested regularly. Responsible for development and maintenance of CAL FIRE Information Security Policy and Handbook.		
	*Act as the Information Technology Privacy Officer and oversee CAL FIRE compliance with state policies and procedures regarding the privacy of data under the stewardship of CAL FIRE. *Approve proposals to use technologies to maintain or access files containing confidential or sensitive data. *Conduct training and outreach to educate CAL FIRE staff on privacy. *Perform internal reviews on privacy related matters. *Ensure Information Technology practice and operations are in compliance with Personal Identifiable Information (PII) privacy protection and Health Insurance Portability and Accountability Act (HIPPA) requirements by performing internal		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20%	<p>reviews and recommending appropriate actions. *Research, resolve and document any reported or noted violations of privacy of protected health information. *Establish rules of conduct for employees who handle individual's personal information and perform training on those rules.</p> <p>*Establish appropriate administrative safeguards for properly securing individual's personal information. *Respond to all requests from legal entities relating to privacy compliance or investigations. *Maintain current knowledge of federal and state privacy laws, and any changes to those laws and regulations; monitor advancements in information privacy technologies to ensure practice adaptation and compliance. *Maintain a HIPAA Privacy Compliance binder containing these policies and procedures, documented training of employees, signed business associate contracts, and any other documentation required to be maintained centrally.</p>
15%	<p>*Oversee the Information Technology Risk Management program</p>
5%	<p>*Perform regular risk assessments and work with the Chief Information Officer, Compliance Officer, and Operations Manager to ensure risks are identified and mitigated where practical. *Assist the Chief Information Officer to define and implement an Information Technology Risk Program. *As new initiatives and strategies are prioritized, work with key stakeholders to ensure Information Technology risk management priorities and overall strategy are represented. *Remain aware of the regulatory environment/requirements around specific technologies – ensure new initiatives are not in conflict with regulatory commitments that are known or likely. *As new and emerging risks are identified – represent Information Technology, occasionally in a leadership role, to contribute to planning and associated remediation efforts. *Drive a predictive instead of reactive approach to new and emerging technologies, anticipating potential risk concerns prior to implementation.</p> <p>Other miscellaneous duties</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>

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Employee Signature	Date	Supervisor Signature	Date
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