



## Duty Statement

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| Request for Personnel Action (RPA) Number<br>2122-03421 | Effective Date   |
| Classification Title<br>IT Manager II                   | Position Number<br>564-184-1406-002  |
| Working Title<br>Assistant Chief Security Officer       | Bureau and Section<br>Privacy, Security and Disclosure Bureau<br>Security Operations Section |

Our mission is to help taxpayers file timely and accurate tax returns, and pay the correct amount to fund services important to Californians. In order to support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

### General Statement

Under the general direction of the Chief Security Officer, the Assistant Chief Security Officer directs the activities of the Security Operations Center (SOC). The Assistant Chief Security Officer provides leadership for the department's security program in the areas of Security Oversight, Security Intelligence, and Cybersecurity Protection and Response. All duties are performed within the framework of the Department's mission and values, and in accordance with Departmental Policies and General Procedures. This position performs functions that fall within the Information Technology domain of the Security Engineering domain.

### Essential Functions

| Percentage | Description  |
|------------|--|
| 40%        | <p>Provide oversight and direction to subordinate supervisors and staff regarding business goals, priorities, and highly critical or sensitive issues.</p> <p>Directs all activities related to security oversight, security intelligence, and Cybersecurity Protection and Response programs. Develops and implements strategic plans and policies in support of these programs and ensures they are in alignment with goals of the Department and the State's Cyber Security Strategy. All activities are conducted at the enterprise level and in support of the security program.</p> <p>Responsible for establishing program goals. Develop, manage and maintain the data necessary to report metrics on program operations. These metrics will be used for data-driven decisions related to resource management and process improvements in an effort to improve operational efficiencies in the service delivery to the department's program areas.</p> |
| 30%        | <p>Serve as the Assistant Chief Security Officer ensuring the security and confidentiality of taxpayer information is maintained. Some of these duties include oversight of the Bureau's project portfolio, metrics, budget, and various planning documents.</p> <p>Act in an advisory capacity to the department's executive management in emerging threats, policy development and issue resolution. Function as a liaison with external entities representing the department and its interests.</p>   |
| 20%        | <p>The incumbent provides executive level leadership and works closely with the department's governance action committees on complex, critical and sensitive issues regarding emerging threats, privacy, and security. The incumbent maintains consistent interaction with management at all levels internal to FTB and conducts external communication to FTB partners including the California Cyber Security</p>  |

| Percentage | Description   |
|------------|---|
|            | Integration Center, Department of Technology, other CA State agencies and municipalities, federal entities, private sector entities, states throughout the country and internationally on occasion. The incumbent works closely with the Chief Security Officer, Privacy Officer and the Information Security Architect to ensure privacy and security measures are developed and implemented in accordance with statutory and policy requirements. |

**Marginal Functions**

| Percentage | Description  |
|------------|--|
| 10%        | Education is a critical component of the security program. Develop a security education program. Through your subordinate managers and staff develop training material to educate staff, management and external entities on critical security issues. Present training material internally and externally including but not limited to Action Committees, Governance Council, FTB Board presentations, FTB's Advisory Board, various industry groups, Senior Staff meetings, etc. |

**Employee:** I confirm that I have read and understand the described duties and functions of this position.

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Supervisor:** I certify that the above information accurately represents the described duties and functions of this position.

\_\_\_\_\_

Name (Print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date