



Duty Statement

Request for Personnel Action (RPA) Number 2122-04497	Effective Date
Classification Title Information Technology Manager I	Position Number 564-184-1405-002
Working Title Information Security Oversight Unit Manager	Bureau and Section Privacy, Security and Disclosure Bureau (PSDB)

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, Fostering Diversity, 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 administrative direction of the Security Operations Section Information Technology (IT) Manager II, the incumbent acts as the information security manager and subject matter expert for highly complex technical projects. The incumbent provides leadership, technical direction and mentoring for all IT staff as the department's information security oversight expert. The incumbent is responsible for ensuring the security of enterprise information through the determination of security requirements, planning, implementing and oversight of testing security systems. The incumbent also is responsible for multi-disciplinary research, planning, organizing, coordinating, directing and controlling of highly sensitive and critical direction of security compliance at Franchise Tax Board (FTB).

Essential Functions

Percentage	Description
40%	<p>Management of Information Security Oversight Unit</p> <ul style="list-style-type: none"> • Manage technical staff and provide leadership to staff in the unit on highly technical and sensitive issues. • Serves as the primary expert and resource in providing support and mentoring while managing the work of senior level staff, setting priorities, scheduling work assignments, and making adjustments as necessary due to changing priorities. • Monitors assignments and mentors team efforts to ensure they complete their efforts on schedule and in conformance with security policies and procedures. • Manage the recruitment, hiring, training and administrative processes in support of staff resources to ensure staffing levels in support of the Bureau's customers and mission. • Assesses fiscal needs and identifies budgetary needs to assure effective use of resources and sufficient funding for project success. • Enhance security team effectiveness through oversight and planning of information security oversight operations.
40%	<p>Enterprise Information Security Oversight Consulting and Compliance</p> <ul style="list-style-type: none"> • Manage the most complex technical projects on behalf of FTB's Chief Security Officer (CSO). Responsibilities include the planning, organizing, leading and ensuring that project deliverables are met. • Provide expert technical advice to the department's CSO and executive management throughout the department in the area of security compliance, risk management and strategic direction for security.

