

<p>30%</p> <p>20%</p> <p>15%</p>	<p>security policies, procedures, and plans designed across the LWDA’s department’s, boards, and panel. The risk officer will enforce compliance with policies across LWDA’s departments, boards, and panel. The risk officer will work with control agencies to ensure the implementation of information security policies and procedures comply with state administrative requirements.</p> <p><u>Risk Program</u> The Risk Officer will develop of a portfolio of the LWDA entity information assets including the categorization and classification of sensitive and confidential information, associated projects, system’s life cycle, audits, risk assessments, and data owners. The risk officer will provide direction and guidance to data owners and the information technology teams to address risk with the appropriate policies, procedures and security controls, across multiple domains.</p> <p><u>Audit and Compliance</u> The Risk Officer will direct the development of compliance audit report that enumerates each of the SAM Chapter 5300 policy requirements, the continuous assessment and improvement activities, and any associated findings that need to be addressed by the LWDA and it’s entities. This requires the incumbent to possess master level knowledge and skills in trends, technical componenet,s protocols and architectures. This includes overseeing and directing the IT strategy planning sessions, and other engagements preparing the LWDA departments, boards and panel for information security audits and compliance assessments. The LWDA Risk Officer will utilize the California Military Department Independent Security Assessment findings and audit findings for each LWDA entity and compile the information into a compliance report elevating any critical findings. If necessary, critical issues will be submitted into the State Leadership Accountability Act (SLAA) report.</p> <p><u>Technology Recovery</u> Define LWDA technology recovery standards, oversee and evaluate technology recovery plans utilized agency-wide to ensure plans meet the LWDA technology recovery standards. Analyze business impact within LWDA programs to ensure critical systems are prepared in the event of an emergency and held to the standards of the Agency. Manage testing schedules of technology recovery plans agency-wide to ensure tests are conducted annually, as required.</p>
<p>Percentage of Duties</p>	<p>Marginal Functions</p>
<p>5%</p>	<p>Performs other duties as assigned.</p>
<p>4. WORK ENVIRONMENT <i>(Choose all that apply)</i></p>	
<p>Standing: Occasionally - activity occurs < 33%</p>	<p>Sitting: Continuously - activity occurs > 66%</p>
<p>Walking: Occasionally - activity occurs < 33%</p>	<p>Temperature: Temperature Controlled Office Environment</p>
<p>Lighting: Artificial Lighting</p>	<p>Pushing/Pulling: Occasionally - activity occurs < 33%</p>
<p>Lifting: Occasionally - activity occurs < 33%</p>	<p>Bending/Stooping: Occasionally - activity occurs < 33%</p>
<p>Other: <i>Click here to enter text.</i></p>	
<p>Type of Environment:</p>	

Civil Service Classification
Information Technology Specialist III

Position Number
397-100-1415-001

<input type="checkbox"/> High Rise <input checked="" type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: (List total per each classification of staff)		
N/A		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:		Date:
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:		Date:
7. HRSD USE ONLY		
Personnel Management Group (PMG) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	HV	7/25/2022
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed) <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file