

	Current
\boxtimes	Proposed

POSITION STATEMENT

1. POSITION I	NFORMATION				
CIVIL SERVICE	CLASSIFICATION:	WORKING TITLE:			
Information Technology Specialist III		LWDA Risk Officer			
NAME OF INCUMBENT:		POSITION NUMBER:			
Vacant		397-100-1415-001			
OFFICE/SECTIO	N/UNIT:	SUPERVISOR'S NAME:			
Information Security		Douglas Leone			
DIVISION:		SUPERVISOR'S CLASSIFICATION:			
N/A		Information Technology Manager II			
BRANCH:		REVISION DATE:			
N/A		7/8/2022			
Duties Based of	on: ⊠ FT □ PT– Fraction	□ INT □ Temporary – hours			
2. REQUIREM	ENTS OF POSITION				
Check all that a ⊠ Conflict of Int □ May be Requ □ Requires DM	 □ Call Center/Counter Environment □ Requires Fingerprinting & Background Check □ Bilingual Fluency (specify below in Description) 				
☐ Travel May b	•	☐ Other (specify below in Description)			
	Position Requirements: eran, Class C driver's license, bilingual, frequent	travel, gravevard/swing shift, etc.)			
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	D RESPONSIBILITIES OF POSITI	UN			
Summary State (Briefly describe the	e ment: e position's organizational setting and major fun	ctions)			
Under administrative direction of the Labor and Workforce Development Agency's (LWDA) Information Security Officer (ISO), the LWDA Risk Officer's role is to provide vision and leadership for developing and supporting initiatives critical to the Agency and its entity risk management policies. This individual directs the development and implementation of risk management policies and procedures and risk management programs across the LWDA's departments, boards, and panel. This includes information concerning the public, partners, employees, business practices and operations, and enterprise IT systems. The LWDA Risk Officer is also responsible for ensuring that the agency's departments', boards' and panels' technology recovery programs and policies are appropriate for every mission-critical system and tested as required by state law and policy. Percentage Essential Functions					
of Duties	Loosiiliai i uliciiolio				
30%	Policy and Planning As a member of the LWDA's senior management IT security team, the incumbent will manage policy development, policy implementation, and maintenance of information				

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30%	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. Risk Program The Risk Officer will develop of a portfolio of the LWDA entity information assets				
	including the categorization and cla information, associated projects, sy data owners. The risk officer will pr	assification of sensitive and confidential vstem's life cycle, audits, risk assessments, and ovide direction and guidance to data owners and address risk with the appropriate policies,			
20%	Audit and Compliance 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 posess 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.				
15%	Technology Recovery 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.				
Percentage of Duties	Marginal Functions				
5%	Performs other duties as assigned.				
4. WORK ENV	/IRONMENT (Choose all that apply)				
Standing: Occasionally - activity occurs < 33%		Sitting: Continuously - activity occurs > 66%			
Walking: Occasionally - activity occurs < 33%		Temperature:Temperature Controlled Office Environment			
Lighting: Artificial Lighting		Pushing/Pulling: Occasionally - activity occurs < 33%			
Lifting: Occasionally - activity occurs < 33%		Bending/Stooping: Occasionally - activity occurs < 33%			
Other: Click here to enter text.					
Type of Environment:					

Civil Service Classification

Information Technology Specialist III

Position Number

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☐ High Rise ☐ Cubicle ☐ Warehouse ☐ Outdoors ☐ Other:					
Interaction with Customers: □ Required to work in the lobby □ Required to work at a public counter □ Required to assist customers on the phone □ Other:					
5. SUPERVISION EXERCISED:					
(List total per each classification of staff) N/A					
6. SIGNATURES					
Employee's Statement: I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.					
Employee's Name:					
Employee's Signature: Date:					
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.					
Supervisor's Name:					
Supervisor's Signature: Date:					
7. HRSD USE ONLY					
Personnel Management Group (PMG) Approval					
☑ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved			
☐ Exceptional allocation, STD-625 on file.	HV	7/25/2022			
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed) 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. 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