

**YOUR EFFORTS WILL MAKE FI\$Cal A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Manager I	DIVISION NAME Information Technology Division, Enterprise Security Services Office, Information Systems Security Management Section
WORKING TITLE Data and Systems Management Section Chief	POSITION NUMBER 333-350-1405-019
EMPLOYEE NAME VACANT	EFFECTIVE DATE July 15, 2022

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Information Technology Manager (ITM) II, Chief Information Security Officer. The Information Technology Manager (ITM) I will serve as the Data and Systems Management Section Chief within the Enterprise Security Services Office of the Information Technology Division (ITD).

As the Chief of the Information Systems Security Management (ISSM) Section, the ITM I has full management responsibility for organizing, planning, and directing all activities associated within the DSM Section. The incumbent will be responsible for security system plan development and maintenance, access management, privacy coordination, develop security policies, disaster recovery planning and testing. The ISSM section is responsible for the Department of FISCAL's (FI\$Cal) governance, risk, and compliance; along with planning and providing security awareness training to the departmental staff, phishing campaigns and email threat detection and tracking.

The ITM I, serves as an information security subject matter expert in a management role, and is responsible for reviewing and implementing the activities related to the regulatory compliance and risk management that are required to protect data confidentiality and privacy rights and ensure the integrity and availability of these information systems.

The duties for this position are focused in the Information Security Engineering domain, however, work may be assigned in the other domains as needed.

SUPERVISION RECEIVED

The ITM I reports directly to the ITM II, Chief Information Security Officer.

SUPERVISION EXERCISED

The ITM I will be directly supervising staff of the following classifications:

- Information Technology Specialist II – three (3) positions
- Information Technology Specialist I – four (4) positions

The ITM I may also oversee the work of consultants and possibly a few staff of partner departments who are matrixed into the ISSM section.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
35%	<p>Governance, Risk and Compliance Management</p> <ul style="list-style-type: none"> • Formulate, develop and implement comprehensive, proactive and risk awareness in the Enterprise Compliance Program. • Develop and implement compliance policies and procedures that are consistent with industry best practices. • Identify potential areas of compliance vulnerability and risk; analyze and recommend policies, guidelines, and standards; ensure an adequate system is in place to prevent, detect, and correct compliance issues. • Assess and identify gaps in compliance controls and capabilities to focus, prioritize, and commit resources needed to drive a culture of continuous improvement. • Direct and/or manage the department’s information security risk management program components including but not limited to risk assessment, mitigation, and evaluation. • Under the direction of the Chief Information Security Officer, conduct formal risk assessments on a regular basis for all major systems and data processing activities to ensure compliance with laws, statutes, regulations and FI\$Cal security policies.
20%	<p>System Security and Privacy Management</p> <ul style="list-style-type: none"> • Partner with all other areas of ITD in developing and accurately maintaining the System Security Plan (SSP). • Acts as the department’s Privacy Officer and develop needed privacy policies, procedures as well as enforcement. • Develop the disaster recovery plan with periodic testing drills and execution.
20%	<p>Data Security Management</p> <ul style="list-style-type: none"> • Responsible for coordinating, planning, developing and maintaining data sharing agreements to FI\$Cal staff or partner staff.

	<ul style="list-style-type: none"> • Plan, develop, protect and maintain data classification framework. • Work with the ITD partners to establish, direct and implement data loss prevention program.
20%	<p>Staff Management</p> <ul style="list-style-type: none"> • Plan, direct, and manage the workload of Systems Security Management section staff and affiliated non-FI\$Cal staff including consultants. • Monitor progress and performance on assignments and take appropriate action to ensure timely and successful completion of Data and Systems Management section activities in accordance with the department and division expectations. • Lead the efforts in hiring, developing and retaining competent and professional staff that assures an adequate level of specialized analytical and technical expertise to support current and future FI\$Cal needs. • Oversee development and planning for the appropriate training of staff to support emerging technologies. • Motivate staff to sustain high performance; establish and maintain proper staff recognition mechanisms.
% OF TIME	MARGINAL FUNCTIONS
5%	<ul style="list-style-type: none"> • Attend training classes as needed. Satisfactorily complete all team training requirements. • Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the ITD, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Specialist II and Information Technology Supervisor II classifications; and

Knowledge of: A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers,

management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check is required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal’s core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst AB

Date Revised: 8/2/2022