

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER 23077	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Information Security	REPORTING LOCATION 707 3rd Street West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday through Friday 8:00 AM - 5:00 PM	POSITION NUMBER 306-072-1405-009	CBID M01
CLASS TITLE Information Technology Manager I	WORKING TITLE Chief Information Security Officer	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

POSITION CONCEPT

Under general direction of the Chief Information Officer (CIO), within the Information Security Engineering domain, the Information Technology (IT) Manager I, as Chief Information Security Officer (CISO) for DGS is responsible for the management and oversight of DGS' Information Security Program ensuring protection of the DGS' information assets and DGS compliance with federal and state security and privacy regulations as well as state information security policies, standards, and procedures.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Manages Information Security Program for DGS and its hosted entities, by performing periodic updates to enterprise IT security policies and internal procedures, maturing processes in order to optimize the use of security tools, preparing for and facilitating control agency compliance audits and security assessments to ensure a robust security posture for DGS and its hosted entities that would enable them to achieve their goals with resilient IT assets while remaining compliant with federal and state regulations, policies, and standards.
25%	Develops and maintains Information Security Risk Management Program, performing ongoing risk assessments, in order to mitigate risks timely and cost-effectively before they become issues that would threaten the security, confidentiality and integrity of DGS' information assets by preparing periodic reports for DGS CIO, Director, Agency Information Officer, Agency Information Security Officer, and the California Department of Technology Office of Information Security, as needed or required, to ensure outlined enterprise security risks and proposed security measures to inform decision makers, obtain buy-in, and minimize risk.
25%	Administers, directs, guides and reviews the work of subordinate staff in accordance with DGS policies, procedures and processes in order to meet program goals by establishing performance expectations, assigning workload, assessing the quality of work and providing direction in regards

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	to job requirements, methods, priorities and deadlines to ensure compliance with laws, regulations, policies and procedures.
15%	Oversees computer forensic investigations upon request from the DGS Chief Counsel in the Office of Legal Services (OLS) and when suspected or actual violations of DGS IT security policies are detected, following established rules and procedures, to ensure the accuracy of evidence and analysis given to OLS and other authorized parties by communicating security/privacy incidents to DGS executives, control agencies, and law enforcement when required through concise executive summaries in order to meet state prescribed compliance requirements.
5%	Maintains recency and relevancy of DGS Security and Privacy Incident Management Plan (SPIMP) -- by updating the Security Incident Response Team (SIRT) contact information and training the SIRT on new Cyber attack scenarios, testing and validating response procedures, improving response quality and time utilizing established security metrics in order to maintain readiness to defend DGS information assets against Cyber threats to ensure security risks are identified.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Maintains qualifications (updated education, training, skills, and knowledge) to effectively execute the duties and responsibilities of the CISO position by attending industry seminars/webinars and attending meetings of control agencies, participating in state security focus groups by representing DGS in monthly Center for Internet Security (CIS) Multi-State Information Sharing and Analysis Center (MS-ISAC) Metrics Working Group meetings in order to improve state and local government Cybersecurity posture to ensure controls are in place to protect DGS assets.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is eligible for telework up to five (5) days a week, in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment. Occasional travel may be required and some evening and weekend work may be necessary.

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

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED