

PROPOSED

CURRENT

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

	PERSONNEL REQUEST NO.	EFFECTIVE DATE
DIVISION Technology Services Division	POSITION NUMBER (Agency – Unit – Class – Serial) 174-291-1405-007	
UNIT Information Security & Privacy Office (ISPO)	POSITION CONTROL NO. 0115	
INCUMBENT Vacant	CLASS TITLE Information Technology Manager I	

Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.

Under the administrative direction of the director of the Technology Services Division, the Information Technology Manager I serves as the Chief Information Security Officer for the California Department of Education (CDE). The position is responsible for managing the staff in the Information Security and Privacy Office (ISPO). The ISPO is responsible for the CDE's information security program, including but not limited to, ensuring compliance with CDE and State security policies, identifying and remediating security gaps, and coordinating incident response and disaster recovery.

The duties for this position are in the Information Security Engineering and IT Project Management domains.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
40%	ISPO Management, Leadership and Coordination <ul style="list-style-type: none"> Provides leadership, direction, and management for personnel in the ISPO. Performs personnel-related duties such as staff recruitment, performance, evaluation, training, and corrective actions. Leads the coordination for implementing CDE's information security program, including the selection and operation of security-related products and services.
30%	Information Security Technical Monitoring and Incident Response <ul style="list-style-type: none"> Ensures the ISPO is proactively monitoring information security-related products and services for signs of potential suspicious or malicious activity at CDE headquarters and remote sites and takes appropriate remediation steps if necessary. Ensures the ISPO is providing immediate response to all alerts from information security-related products and services, and coordinates the potential problem evaluation, and proper remediation steps. Develops, maintains, and organizes regularly testing of the CDE's incident response and disaster recovery plans.
20%	Information Security Compliance <ul style="list-style-type: none"> Ensures the CDE's information security program follows California state security and privacy standards, policies, and procedures as documented in the State Administrative Manual (SAM 5300) and State Information Management Manual (SIMM 5300). Serves as the primary CDE contact for security and privacy program audits and assessments conducted by California state oversight agencies and third-party contractors. Reviews findings and develops corrective action plans to address any non-compliance issues documented in the reports. Ensures timely communication with CDE executive management regarding information security and privacy issues, risks, and compliance.

10%	<p data-bbox="224 44 654 75">Information Security Research</p> <ul data-bbox="272 86 1528 289" style="list-style-type: none"><li data-bbox="272 86 1528 289">• Maintains an ongoing knowledge of: (a) State and Federal legislation, regulation, policies, and practices related to information security; (b) methodologies and best practices that are commonly used in the information security industry; (c) the status of State and Federal information security initiatives that offer opportunities for CDE or pose requirements to be met by the CDE; and, (d) the current cyber threats that may put CDE information assets at risk.
-----	--

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File