

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

RPA NUMBER 23674	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions (ETS)	
UNIT NAME Information Security & Privacy Office	REPORTING LOCATION 707 3rd Street, 3rd Floor, West Sacramento, CA. 95605	
SCHEDULE (DAYS / HOURS) Mon-Fri. 8:00 a.m. to 5:00 p.m.	POSITION NUMBER 306-072-1406-XXX	CBID M01
CLASS TITLE Information Technology Manager II	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 the direction of the Chief Information Officer (CIO), within the Information Security Engineering domain, the IT Manager II, as the Information Security Officer for DGS is responsible for formulating or administering organizational information technology security and privacy policies and programs, specific to the initiation, design, development, testing, operation, and defense of DGS information technology assets and environments, addressing various sources of disruption. The scope of responsibility includes all DGS offices and client agencies.

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
30%	Provides direction, guidance, and leadership to managers and subordinate staff throughout security and privacy units, oversees the development of long-range security and privacy roadmaps, and ensures the ongoing operations of the information security and privacy programs so that the department is in compliance with state and federal security and privacy laws, regulations, and policies and DGS assets are protected from unauthorized access, modification, disclosure, and deletion.
25%	Conducts meetings and collaborates with the State Chief Information Security Officer, Agency Information, Security, and Privacy Officers, Director, Chief Deputy Director, Chief Information Officer, Deputy Directors, Office/Branch Chiefs, and Client Agency Directors, regarding security policy setting, security planning, and incident response. Works with other IT chiefs and managers to plan, and implement IT security policies, procedures and controls. Ensures the implementation of security and privacy initiatives are aligned with statewide security and privacy policies, NIST cybersecurity standards, guidelines, best practices, Federal IRS 1075, HIPAA, and CalOHII by identifying gaps in security and privacy protection and developing mitigation plans and recommendations to ensure security and privacy needs are met for many diverse business lines.
20%	Develops and maintains the Information Security Risk Management Program and Technology Recovery Plan (TRP) for DGS, performing ongoing risk assessments to validate effectiveness and

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	identify potential vulnerabilities that could threaten the security, confidentiality and integrity of DGS' information assets, prepares reports for the Chief Information Officer and the Director outlining proposed security measures in order to minimize risk.
15%	Oversees information security investigations when actual or suspected violations of DGS information security policies occur, ensures security incident tracking and resolution, presents incident findings to management, control agencies, and law enforcement, utilizing post-incident data, develops action plans from the Enterprise Security Risk (ERS) assessment in order to communicate security, privacy, and risk-related concepts to technical and non-technical audiences, reducing further exposure.
10%	Manages, directs, develops, and reviews the work of subordinate staff by communicating unit goals and objectives, establishing performance expectations, inputting, reviewing and approving/denying timesheets, managing staff requests for time off, maintaining adequate staffing, providing direction and information on OHR processes, and developing timely performance evaluations and training plans, in order to provide opportunities for training, promote upward mobility, provide guidance on personnel performance issues, to ensure equal employment opportunities and a harassment and discrimination-free work environment, utilizing Project Accounting and Leave, applicable bargaining unit contract provisions, the Personnel Operations Manual, DGS policies, procedures and guidelines, State Personnel Board and California Department Human Resources' laws, rules and regulations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Busy professional office environment requiring effective handling of multiple deadlines and sensitive information. Work effectively under tight time lines, in high pressure situations, with tact, diplomacy, and effective communication.

Occasional travel may be required. Some after hours work may be necessary.

The position is part of a distributed team that involves teleworking up to 5 days per week and reporting to DGS headquarters or field offices and facilities as needed/required.

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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