Employment Development Department
State of California

☐ Current
☒ Proposed

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Manager I	Manager, Security Policy, and Compliance Group
NAME OF INCUMBENT:	POSITION NUMBER:
	280-390-1405-001
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Privacy and Integrated Risk Management Office /Security Policy and Compliance Group	*Click here to enter text.*
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Cybersecurity Division	Information Technology Manager II
BRANCH:	REVISION DATE:
Information Technology Branch	9/23/2022

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION

Check all that apply:

☒ Conflict of Interest Filing (Form 700) Required
☐ May be Required to Work in Multiple Locations
☐ Requires DMV Pull Notice
☐ Travel May be Required
☐ Call Center/Counter Environment
☒ Requires Fingerprinting & Background Check
☐ Bilingual Fluency *(specify below in Description)*
☐ Other *(specify below in Description)*

Description of Position Requirements:
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)

3. DUTIES AND RESPONSIBILITIES OF POSITION

Summary Statement:
(Briefly describe the position's organizational setting and major functions)

Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)

☒ Business Technology Management ☒ IT Project Management ☐ Client Services
☒ Information Security Engineering ☐ Software Engineering ☐ System Engineering

Under the general direction of the Information Technology (IT) Manager II of the Privacy and Integrated Risk Management Office, the IT Manager I directs and manages staff in the Security Policy and Compliance Group within the of the Cybersecurity Division. The Cybersecurity Division ensures that the EDD Information Security and Privacy Policies are in alignment with the State Administrative Manual (SAM) Section 5300 and the Statewide Information Management Manual, Information Security Program Management Standard (SIMM 5305-A) and all applicable Federal security policies. The incumbent serves as a subject matter expert (SME)

of the California Cybersecurity Maturity Metrics, as defined by SIMM 5300-C, to ensure EDD alignment with the five security domains (Identify, Protect, Detect, Respond, and Recover).

Responsibilities include a full range of management support activities, including, but not limited to planning the group's training, hardware and software needs and budget; building staff capacity; planning future projects and directing current projects; assigning resources; completing special studies; managing consultants hired to augment State staff; and completing required personnel activities. The incumbent contributes toward the growth of the ITB into a customer-focused service organization by developing and implementing policies and procedures for progressive information solutions and by providing feedback to others within the Branch.

Percentage of Duties	Essential Functions
45%	Manages, plans, and directs work activities of the Security Policy and Compliance Group. The work performed by the analysts include creating, reviewing, and updating EDD's information security standards, policies and guidelines, including dissemination; system security plans (SSPs); legislative analysis; information security awareness training; and incident reporting. The incumbent coordinates review and guidance for various Cybersecurity Division project management tasks, and/or system enhancements to ensure security related project documentation is completed in a timely manner, which includes the business impact analysis, privacy impact/privacy threshold assessments, SSPs and technology recovery in accordance with the Cybersecurity Division standards, policies, and required security controls. Manages high level technical security tasks for the Security Policy and Compliance Group, ensures compliance and IT Security policies, standards, and procedures are developed and maintained, using the California State Administrative Manual (SAM), Statewide Information Management Manual (SIMM), Internal Revenue Service (IRS) and security industry standards (e.g., International Organization for Standardization (ISO)), National Institute of Standards and Technology (NIST), etc. Provides oversight to staff in working with system owners to develop and maintain SSPs. Ensures EDD staff observe standards and procedures and produces quality work products that follow security best practices adhering to frameworks under NIST IRS Publication 1075.
40%	Manages and conducts annual reviews of Cybersecurity Division standards, the Security Policy and Compliance Group, Cybersecurity Charter and other Information Security Directives. Oversees and provides timely updates on SSPs with the plan/system owner(s), coordinates rules of engagement discussions for application security assessments/penetration testing, develop the system plan of action and milestones, in addition to facilitating the certification and accreditation documentation which is presented to EDD executive management. Provides analytical, technical reviews to ensure all IT security policies and standards are adhered to. Ensures information systems are compliant with all departmental, state, and federal IT and security requirements. Manages and participates in internal and external security audits. Manages vendor support contracts including software, hardware and services contracts to ensure statements of work or services are properly being performed. Formulates, analyzes, and makes recommendations on the impact of legislation and plan for its implementation under the direction of State, Departmental and other applicable government policies and regulations. Facilitates IT strategic planning sessions and workshops. Works with control agencies to comply with state administrative requirements. Manages and participates in CDT security policy and standards Draft review of current and future publications. Manages and participates in NIST draft review of security standards and polices. Supervises, coordinates, and participates in confidential investigations, including log and audit reviews, email pulls, end point forensics, and other forensic activities, regarding use of EDD information assets consistent with the EDD Electronic Access Standard.

Percentage of Duties	**Marginal Functions**
10%	Develops staff and carries out Department and Branch succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner, according to the EDD Personnel Management Handbook. Manages administrative activities for group staffing and budgeting. Plans group's workload and maintains staff time estimates for projects and line of business activities. Prepares and provides weekly status report. The incumbent demonstrates knowledge on laws, rules, regulations, and polices including, but not limited to, Government Code, Public Contracting Code, State Administrative Manual, Statewide Information Management Manual, and the State Contracting Manual, which are relevant and applicable to their lines of business.
5%	Performs other duties as assigned.

4. WORK ENVIRONMENT *(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: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist

Other:

Type of Environment:

☐ 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 ☒ Required to assist customers in person

☐ Other:

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Directly – 3 IT Specialist II; 3 IT Specialist I; 1 IT Associate

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. ☐ Exceptional allocation, STD-625 on file.	PMG Analyst Initials dmg	Date Approved 1/3/2023

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