



Governor's Office of
Planning and Research

DUTY STATEMENT

PROGRAM STATE PLANNING AND POLICY DEVELOPMENT		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-1405-XXX				
BRANCH Planning and Research		CLASSIFICATION TITLE Information Technology Manager I				
SECTION/UNIT (If applicable) Administration – Information Technology		WORKING TITLE Information Security Officer				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID M01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	Information Security Engineering					
AGENCY OVERVIEW						
<p>The Office of Planning and Research (OPR) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. OPR assists the Governor and the Administration in planning, research, policy development, and legislative analysis. OPR formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. OPR's budget programs include State Planning and Policy Development, Strategic Growth Council, California Volunteers, Office of Community Partnership and Strategic Communication, Racial Equity Commission, and Youth Empowerment Commission. OPR is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.</p>						
GENERAL STATEMENT						
<p>Under general direction of the Chief Information Officer (CIO), the Information Security Officer (ISO) has overall responsibility for OPR's security governance and compliance of its information technology (IT) that supports OPR's critical lines of business, security, privacy requirements and regulations. As a member of management, the ISO provides security leadership experience to manage OPR's cybersecurity and risk management programs to meet confidentiality, integrity, and availability of its assets.</p>						
% 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. <i>(Use addition sheet if necessary)</i>					
ESSENTIAL FUNCTIONS						
35%	<p>Oversees the governance of security, risk, and privacy requirements for OPR, including but not limited to: security control assessment and planning across OPR's enterprise architecture, websites, networks, systems, offices, and datacenters. Directs the risk management program through planning, developing, coordinating, and implementing security incident response, disaster recovery, and business continuity planning. Responsible for the oversight of the organization's risk appetite and risk tolerance in support of the Office's Strategic Plan by ensuring alignment with business strategies, implementation of effective risk assessments and risk response. Collaborates and builds effective partnerships with statewide technology leaders and control agencies and offices including the California Government Operations, Office of Digital Innovation, California Department of Technology,</p>					

<p>30%</p>	<p>Department of Finance, Department of General Services, California Office of Emergency Services, and the Governor's Office Information Technology Unit.</p> <p>Directs the deployment of security infrastructure to ensure security capabilities meet information security requirements and to cover OPR's threat universe. Performs and reviews technical risk assessments on applications and systems, including data center physical security and environment. Oversees the development of system security plans. Responsible for the direction of the ongoing development and implementation of information and cybersecurity policies, standards, guidelines, and procedures to ensure information security capabilities cover current threat capabilities. Performs internal audits of the information security program to measure conformity with requirements, to seek continual improvement, and to prepare for state audit examinations. Provides oversight, development, and maintenance of OPR's security business continuity plans, business impact assessment, POAM and supported risk register and asset inventories. Monitors and ensures vendor and contractor supported functions meet OPR security requirements. Provides security compliance direction and consultation to the Office's executive management team, IT management team, contractors, and program staff on all facets of IT policy, planning, management, and operations.</p>
<p>20%</p>	<p>Promotes, develops, and manages information security and risk management awareness and training programs across the organization. Provides oversight of the organization's cybersecurity workforce training and awareness process to educate staff on all threats and vulnerabilities and data classification usage.</p>
<p>10%</p>	<p>Oversees safeguard evaluation cost benefit analysis, budget preparation, key performance indicators, and key risk indicators to provide security metric reports to OPR executive leadership. Responsible for planning, organizing, and maintaining OPR's security steering committee to meet OPR executive leadership's risk appetite and risk tolerance.</p>
<p>5%</p>	<p>MARGINAL FUNCTIONS</p> <p>Serves as the liaison between OPR, control agencies, and other governmental agencies to initiate various tasks related to information technology management and development. Reviews proposals and correspondence. Identifies and develops key information regarding IT issues and ensures it is current and accessible for decision-making for management. Provides feedback to staff and advises management on the impact. Participates in staff meetings, attend training, provide work status reports, serve on inter-agency working groups, and perform other duties as assigned. Performs other job-related duties as required.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources; principles and practices of organization, administration, personnel (recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems), and budget management; organizational roles and responsibilities and the ability to tailor training appropriately; principles and practices of employee supervision, development, and training; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; maintaining a work environment which is free of discrimination and harassment; principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a supervisor's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.</p> <p><i>Ability to:</i> 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.</p>

	<p>DESIRABLE QUALIFICATIONS: Knowledge of current industry methods for evaluating, implementing, and disseminating information technology (IT) security assessment, monitoring, detection, and remediation tools and procedures utilizing standards-based concepts and capabilities.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time.</p>	
<p>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.</p>		
<p>SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.</i></p>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<p>EMPLOYEE'S STATEMENT: <i>I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).</i></p>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE