

CA State Lottery

DUTY STATEMENT

(New/Revised 12/2020)

PROPOSED

CURRENT

	EFFECTIVE DATE January 24, 2023
DIVISION/UNIT Executive/Information Security Office	POSITION NUMBER (Agency – Unit – Class – Serial) 358 - 110 - 1405 - 001
WORK LOCATION CA Lottery Headquarters - Sacramento	CLASS TITLE Information Technology Manager I
INCUMBENT NAME	WORKING TITLE Chief Information Security & Privacy Officer

The Lottery is dedicated to implement the public’s mandate to maximize supplemental funding for public education through the responsible sale of lottery products.”

Brief Job Description:

Under the general direction of the Risk & Process Evaluation Manager, Executive Division, the Information Technology Manager I (ITM I) is designated as the Chief Information Security and Privacy Officer (CISO). The CISO is responsible for providing oversight and participates in the planning, developing, and managing efforts of Information Security and Data Privacy duties for the California State Lottery. The CISO acts as an expert specialist, consultant, or manager on the most complex systems and software projects; and provides the highest level of managerial expertise and advice in the implementation of current laws, policies, and best practice standards regarding Information Security and computer industry technology. This responsibility includes the practices on data security, confidentiality, privacy, and the integrity, auditing, evaluation and management of the Lottery’s Information Security Management System (ISMS). The duties for this position are focused in the following IT domains: Information Security Engineering and Business Technology Management, however, work may be assigned in other domains as needed.

% 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. ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned. MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.
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	<p>ESSENTIAL FUNCTIONS</p> <p>INFORMATION SECURITY AND PRIVACY PROGRAM MANAGEMENT: Manages and supervises the Information Security and Privacy Office. Establish goals, priorities, strategies and plans to delegate to staff and ensure that the objectives of Information Security and Privacy are met and risks are appropriately managed. Develop, implement, and direct all necessary security policies, standards, and procedures required to staff for a comprehensive Information Security Management System (ISMS). Ensure that security policies and procedures provide operational guidelines and delineate the roles and responsibilities of all Lottery employees to ensure the confidentiality, integrity and availability of information assets. Direct the development, implementation, and operation of the ISMS for the collection, use, storage and destruction of Lottery’s information assets, including security awareness training program with attention to relevant security policies and practices. Administer and report the implementation and compliance of the information security policies and assist Lottery’s Internal Audits Office (IA) with compliance audits as needed to ensure the ISMS is aligned to the required governing information security bodies. Provides guidance related to information security and privacy best practices, related training, and direction to staff. Direct and manage the activities of staff supporting security projects and functions. Provide managerial leadership to staff in the areas of information security and privacy. Conduct hiring activities to fill vacancies and complete timely and accurate probationary reports to conclude the hiring process. Manage employee performance, adverse disciplinary actions, review and approve attendance reports, and administer and maintain records of leave usage. Complete annual performance appraisal summaries, Individual Development Plans, and update duty statements annually, or as needed.</p> <p>RISK MANAGEMENT: Provide oversight to the implementation of security related practices to ensure Lottery’s adherence to security policies and standards. Conduct risk analysis to identify critical assets, vulnerabilities and the adequacy of Information Security and Privacy safeguards. Identify, formulate and recommend Information Security policies and principles that will ensure the integrity, confidentiality, reliability and appropriate use of Lottery’s information assets. Develop Information Security standards related to information technology usage. Collaborate with Information Technology Services Division (ITSD) regarding events and activity relevant to cyber security defense practices.</p> <p>SECURITY INCIDENT MANAGEMENT: Develop and implement policies and procedures for the monitoring and reporting of incidents involving intentional, unintentional or unauthorized access, disclosure, use, modification or destruction of Lottery assets. Conduct information security investigations when there are actual or suspected violations of Lottery’s Information Security policies. Respond, investigate, and track security incidents to resolution. Conduct post-incident reviews, develop action plans to reduce further exposure, and evaluate and report on trends and weaknesses in the Lottery’s ISMS.</p> <p>PLANNING AND ARCHITECTURE: Collaborate with Lottery’s information and technology and enterprise architecture in ITSD and security operations of Security/Law Enforcement Division (SLED) to manage the design and implementation of security and technical controls or threat countermeasures. Conduct maturity assessments to identify gaps and develop alternatives for investment recommendations to improve Lottery’s security posture in workforce qualifications, systems and technical architecture, and business processes. Review and recommend improvements to Lottery’s Business Continuity Plan (BCP) and Technology Recovery Plan (TRP) and planning process to comply with state policies and industry best practices. Review contracts to ensure information security and privacy protection controls are addressed. Participate in the planning and implementation of monitoring programs to ensure compliance with approved Lottery information security policies and procedures.</p>
40%	
20%	
20%	
15%	

5%	<p>MARGINAL FUNCTIONS</p> <p>Other duties as required.</p>
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SUPERVISION RECEIVED:
 The CISO reports directly to the Risk & Process Evaluation Manager, Executive Division, and receives input and policy guidance from the Information Security Committee (ISC). The CISO is required to act independently and is held responsible for decisions made.

SUPERVISION EXERCISED:
 Oversee and review the activities of internal and external staff supporting physical and logical access activities. Direct and manage the activities of staff supporting security projects and functions. Provide managerial leadership to staff in the areas of information security and privacy.

TYPICAL PHYSICAL DEMANDS:
 None.

TYPICAL WORKING CONDITIONS:
 The incumbent will work in a fast-paced environment with competing priorities, and critical deliverables.

PERSONAL CONTACTS:
 The CISO has daily contact with all levels of personnel up to executive management within the Lottery and with outside consultants, vendors, business partners, state entities and other lottery programs.

The statements contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

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 SIGNED
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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
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED
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CA State Lottery

Duty Statement Instructions

(New/Revised: 12/2020)

Effective Date: Enter effective date of duty statement. This date reflects the date the duty statement was created, updated, or reviewed for continued accuracy of tasks.

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Work Location: Enter the physical location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Class Title: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.)

Incumbent Name: Employee's full name.

Working Title: Enter the working title of the position, if different from the legal class title.

Brief Job Description: Enter a brief description of duties to be performed such as: Under the supervision of the Staff Services Manager I the incumbent is responsible for *ADD A BRIEF SUMMARY OF DUTIES*.

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P analyst.

Percentage of Time Performing Duties: Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions. NOTE: Percentages must be in descending order with largest percentage of duties at the top. Percentages should be no more than 45% and in descending order. Total of all percentages cannot exceed 100%.

Essential Functions: These duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being performed, **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.

- Example: Meet with retailers (**WHAT**) monthly in the field at the retailer's place of business (**WHERE/WHEN**) to determine Lottery Scratchers needs (**WHY**) and ensure supply/demand needs are met (**WHAT GOAL**)

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other words that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or to the general public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job Bulletins).

Marginal Functions (Second Page): These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., Other duties as assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in the total of all percentages which cannot exceed 100%.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: 358-031-5157-001).

Supervision Received: List the classification and/or title of the person this position receives supervision from (e.g., The *Staff Services Analyst* receives supervision from the *Revenue Collections Manager, Staff Services Manager I*).

Supervision Exercised: Enter classifications supervised by incumbents (e.g., None if they do not supervise, or Provides supervision to subordinate manager and analytical staff, etc.)

Typical Physical Demands: Enter the physical characteristics/surroundings of the job that make specific demands of an employee's capacity. These may describe physical requirements to perform the essential functions of the job. (e.g., lifting 50lbs or more) Additionally, verbs such as walk, talk, see, hear, etc., should not be included as they are not ADA compliant.

Typical Working Conditions: Enter the working conditions/working environment. This covers such matters as: travel, working time, OT the organization of work and work activities. (e.g., Occasional overnight travel (10%), work in a high-rise building, work in a fast-paced environment, etc.)

Personal Contacts: Enter contacts the incumbent will frequently have (e.g., public, other state offices, control agencies, Governor's offices, other State's, etc.).

Supervisor's Name, Signature, & Date: Supervisor enters name, signature, & date acknowledging they discussed the duties and responsibilities of the position with the employee.

Employee's Name, Signature, & Date: Employee enters name, signature, & date acknowledging duties were discussed with the supervisor, they are able to perform the essential functions listed in the duty statement with or without reasonable accommodation, and they may be asked to perform other duties as assigned within current classification including work in other functional areas as business needs require.