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| State of California  California department of technology  Duty Statement PROPOSED  Tech 052 (Rev. 02/2018) | | | | | | **RPA NUMBER (HR Use Only)** | | | |
| **23-033** | | | |
| **ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**  **INSTRUCTIONS:** Before completing this form, read the instructions located on last page. | | | | | | | | | |
| Section A: Position Profile | | | | | | | | | |
| A. Date | | B. appointment effective date | | C. Incumbent Name | | | | | |
| 08/01/2023 | |  | | Vacant | | | | | |
| d. CIVIL SERVICE CLASSIFICATION | | | | e. POSITION WORKING TITLE | | | | | |
| Information Technology Manager II | | | |  | | | | | |
| F. Current Position Number | | | | G. proposed Position Number (Last three (3) digits assigned by HR) | | | | | |
| 695-401-1406-001 | | | | 695-401-1406-001 | | | | | |
| H. office / section / unit / physical Location of Position | | | | I. supervisor Name and classification | | | | | |
| Office of Information Security / Security Risk Governance/ Rancho Cordova | | | | Deputy Chief ISO (CEA) | | | | | |
| J. Work Days / Work Hours / work shift (day, swing, grave) | | | | K. Position Requires: | fingerprint background check | | | | Yes  No |
| Monday – friday/ 8am – 5pm/ day | | | | Driving an Automobile | | | | Yes  No |
| Section B: Position Functions and Duties  **Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).** | | | | | | | | | |
|  | **Information Technology Domains (Select all domains applicable to the incumbent’s duties/tasks.)** | | | | | | | | |
| Business Technology Management  Information Security Engineering | | | IT Project Management  Software Engineering | | | Client Services  System Engineering | | |
|  | Organizational Setting and Major Functions | | | | | | | | |
|  | Under the administrative direction of the Deputy State Chief Information Security Officer (CISO), the IT Manager II (IT Mgr II) will manage the daily operations of the Statewide Security Risk and Governance (SRG) unit within the Office of Information Security (OIS) and will serve as back-up to the Deputy CISO providing back-up the State CISO as necessary. The OIS provides direction to State agencies for the information security of the State’s information assets. It is responsible for developing and implementing policies and procedures statewide. The OIS is under the California Department of Technology. | | | | | | | | |
|  | Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.) | | | | | | | | |
| 30%  30%  20%  20% | Conducts statewide security risk assessments and identifies critical systems and vulnerabilities within State agencies by:   * Establishing statewide remediation priorities; * Overseeing Agency/Department security plans and providing security consulting services to assist agencies in identifying and mitigating vulnerabilities within their respective information technology environments; * Managing statewide cyber security incident notification and management systems; * Establishing partnerships with State, federal, and local entities responsible for Information Technology (IT) security in order to share information on potential risks and incident notifications, to report on impending security risks and vulnerabilities, and to provide immediate steps for corrective action; and * Leading the statewide California Computer Incident Response Team (CA-CIRT) and participating in the investigations of State agency information security violations.   Establishes critical enterprise Information Security policies, standards, and procedures to ensure critical State assets are protected by:   * Developing statewide IT security policies, procedures, and priorities; * Disseminating information to State executives and IT managers on critical IT security vulnerabilities and remediation requirements; * Overseeing the establishment of Agency/Department IT security plans to address critical cyber security vulnerabilities; * Establishing State roles and responsibilities for preventing, detecting, and correcting security risks, and * Providing technical guidance and leadership to State agency Information Security Officers.   Directs the oversight of State IT security practices by:   * Reviewing and approving of Agency/Department IT security and capital plans, enterprise IT related policies and procedures, risk management, and business and technical recovery plans; * Tracking of incident reports and remediation activities; * Monitoring security and privacy based legislation; * Reviewing and revising State IT practices and procedures.   Perform day-to-day management activities.   * Develop plans to accomplish Office goals and objectives in accordance with organizational mission and strategic goal; support and advocate management’s philosophy, policies, and procedures; * Evaluate staff on completion of their responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including adherence to the State’s progressive discipline policy including taking corrective or disciplinary action as necessary; * Responsible for making informed and defensible administrative and personnel management decisions in accordance with department and state policies, personnel-related laws, rules, established OIS administrative processes and procedures and collective bargaining agreements; * Ensure staff comply with all OIS policies, office standard operating procedures, and protocols; * Encourage unit team building, facilitate cross training and promote continuous improvement of processes. Implement motivation techniques, promote training, and create a positive climate for change; and * Foster methods of creative decision-making and problem solving and provide continuous feedback to managers. | | | | | | | | |
|  | Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.) | | | | | | | | |
|  | N/A | | | | | | | | |
|  | Work Environment Requirements | | | | | | | | |
|  | * Incumbent will be required to support a work from home environment. Incumbent is expected to maintain a secure workspace within their home and support necessary logistical requirements to support remote video conferencing and remote work. All work materials must be maintained in a secure environment * When in office: business dress, according to current office policy; * Use a computer to communicate and prepare written materials; * Must pass a security background check and fingerprinting check as a condition of employment with the Office of Information Security; * Must be able to obtain and maintain a Secret/SCI Clearance; and * Must possess or be in the process of obtaining one or more of the following recognized industry certifications: CISSP or CISM | | | | | | | | |
|  | Allocation Factors (Complete each of the following factors.) | | | | | | | | |
|  | **Supervision Received:**  The incumbent receives administrative direction from the Deputy CISO and the State CISO.  **Actions and Consequences:**  The incumbent is responsible for the efficient operation of the SRG Unit including all security policy development, enterprise disaster recovery planning, and management of the enterprise security incident response program. The consequence of error (lack of policy enforcement, Agency disaster recovery planning and efficient security incident response) results in security risk exposure and liability for the State if appropriate policies and procedures are not developed and enforced.  **Personal Contacts:**  The incumbent is in personal contact with a wide variety of technical, administrative and Department of Technology executive staff on a daily basis. External contacts include senior management within all other state agencies and departments.  **Administrative and Supervisory Responsibilities: (Indicate “None” if this is a non-supervisory position.)**  The incumbent is responsible for the daily supervision of the SRG Unit, delegating and reviewing work products, personnel assignments and staff development. The incumbent will additionally represent OIS and Technology Agency at customer meetings and is expected to participate in statewide workgroups on the security efforts within the state.  **Supervision Exercised:**  The incumbent provides direct oversight to employees in the SRG Unit. | | | | | | | | |
|  | Other Information | | | | | | | | |
|  |  | | | | | | | | |
|  | **Desirable Qualifications: (List in order of importance.)** | | | | | | | | |
|  | The incumbent should have knowledge of the principles, practices, and trends of public and business administration, including management, organization, planning, cost/benefit analysis, budgeting, project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices’ principles of data processing systems design; programming, operations, and controls; State level policies and procedures relating to electronic data processing; the Office’s goals and policies; Office’s Equal Opportunity objectives and a manager’s role in the Equal Opportunity program and the processes available to meet Equal Employment Opportunity objectives. Principles of the governmental functions and organizations at the State level, including the legislative process.  The incumbent should possess the ability to develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate, and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others, and effectively contribute to the Office’s Equal Employment Opportunity objectives.  The incumbent should consistently exercise a high degree of initiative and independence of action and should be able to maintain effective and cooperative working relationships; must possess a demonstrated ability to act independently, be open-minded, flexible, and tactful. | | | | | | | | |
| **incumbent Statement: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.** | | | | | | | | | |
| Incumbent Name (Print) | | | Incumbent Signature | | | | | Date | |
| Vacant | | |  | | | | |  | |
| **Supervisor Statement: I have discussed the duties of this position with the incumbent.** | | | | | | | | | |
| Supervisor Name (Print) | | | Supervisor Signature | | | | | Date | |
| John Cleveland | | |  | | | | |  | |

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| Instructions | | |
| **Copies and Distribution** | * Current and Proposed Duty Statements: Submit with Request for Personnel Action (RPA) package. * Approved Duty Statement: Supervisor reviews with incumbent; both supervisor and incumbent must sign and date. * Signed Copies: Original to supervisor; copy to incumbent; scanned/electronic version emailed to Human Resources. | |
| **Section A:**  **Position Profile** | Complete Sections A through K. If position number is changing, complete sections D, E, G, and H using the proposed position information. If incumbent’s name is known, complete section C. | |
| **Section B: Position Functions & Duties** | Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first). | |
| ***Information Technology Domains*** | Select all domains applicable to the incumbent’s duties/tasks. | |
| ***Organizational Setting and Major Functions*** | Provide a brief description of the position’s reporting relationship, primary role, and purpose. | |
| ***Essential Functions*** | Identify the fundamental job duties of the position that must be performed, with or without reasonable accommodation. **NOTE: Essential Functions shall be properly aligned with the classification specification. Percentages shall be in increments of 5, and should be no less than 5%. The total percentage of all functions (essential and marginal) must equal 100%.**  Per Government Code section 12926.1 (a-c), a job function or task may be considered an essential function for several reasons, including, but not limited to:   * The position exists to perform the function. * There are a limited number of other employees available to perform the function, or among whom the function can be distributed. * The function is highly specialized; the person is hired for special expertise or ability to perform the function. * Removal of the function would fundamentally alter the job.   To write essential functions for the position:   * Identify the major functions of the job. Most positions have five to seven major functions. * Identify the specific tasks associated with each major function (include end products). * Identify the level of work and why the work is done. | |
| The below is an example of how to write an essential function and the associated task statements:  **Essential Functions** | |
| 45% | Provide complex analytical support, and complete various sensitive assignments and documents in consultation and coordination with a variety of management, staff, and others using proven research techniques and analytical and writing skills.  Associated Tasks Statements   * Research, develop, and/or review a variety of documents, including STMM policies, procedures, and contract implementation-related documents, including contract exemption requests, Statements of Work, and other related items. * Conduct surveys, analytical studies, and other related activities to develop pertinent informational resources on telecommunications programs, issues, and customer utilization. * Follow up on statewide telecommunications-related laws, policies, procedures, and documents  [e.g., Request for Information (RFI), Request for Proposal (RFP), Management Memoranda]. |
| ***Marginal Functions*** | Identify functions or tasks that are performed, but are not fundamental duties of the position. These are functions or duties that can be assigned to another employee and can be characterized as non-essential or marginal. The phrases “perform other related duties” or “perform other related work” can be used in the marginal functions field. **NOTE: Percentages shall be in increments of 5, and should be no more than 5%.** **The total percentage of all functions (essential and marginal) must equal 100%.** | |
| ***Work Environment Requirements*** | Identify physical or mental requirements, work conditions, hazards, and equipment used on the job and required to perform the essential functions of the job. **NOTE: Specify in this section if a fingerprint background check is required.** | |
| ***Allocation Factors*** | * Supervision Received: Identify the scope of initial instruction, how work is supervised while in progress, and nature and purpose of final review. * Actions and Consequences: Identify in what areas judgment, decisions, and recommendations are made, and probable effects of poor decisions or recommendations. * Personal Contacts: Identify with whom, how frequently, and for what purpose personal contacts are required with persons outside of the immediate work group. * Administrative and Supervisory Responsibilities: Briefly identify the extent of participation in management functions (e.g., planning, budgeting, cost control, reporting, selecting, placement, and development of personnel). Indicate “None” if a non-supervisory position. * Supervision Exercised: Identify the type of supervisory responsibility exercised and indicate whether supervision is a responsibility of the position or of a lead nature. | |
| ***Other Information*** | Identify any significant factors or special requirements for this position that are not included elsewhere on this form.   * Desirable Qualifications: Identify any special personal characteristics, interpersonal skills, additional qualifications, specific business needs, and additional attributes that will enhance the incumbent’s ability to perform a particular function. (e.g., professional certification or license, general or specialized knowledge in the field, ability to qualify for a fidelity bond, aptitude for investigative work, skills and abilities above the required minimums.) **NOTE:** **Please list the desirable qualifications in order of importance, as they will be listed on the Job Opportunity Bulletin (JOB).** | |