STATE OF CALIFORNIA
Franchise Tax Board

Proposed

HR Date:9/15/23

HR Initials:RD

Duty Statement

Request for Personnel Action (RPA) Number	Effective Date
2324- 00932	
Classification Title	**Position Number**
Information Technology Specialist III	564-184-1415-002
Working Title	**Bureau and Section**
Information Security Risk Officer	Privacy, Security, and Disclosure Bureau (PSDB)

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under the administrative direction of the Security Operations Section Manager, the Information Technology (IT) Specialist III will serve as the advanced system security risk officer working closely with Franchise Tax Board's (FTB) Security Oversight team providing technical consultation and direction on assessing operational information systems risks. The individual provides advanced analysis to identify and/or prevent possible security breaches or data loss ensuring that FTB's systems and projects have the necessary requirements in place to ensure that FTB's critical systems are secure from the latest attack vectors. These efforts contribute to the safeguarding of taxpayer and employee information. In addition, individual reviews authorization and assurance documents to confirm that the level of risk is within acceptable limits for each software application, system, and network. The scope of this role will include extensive risk and information security oversight, reporting, governance, communications, education, and consulting.

Essential Functions

Percentage	Description
30%	**Security Risk Program Management** Monitor the industry and external environment of emerging threats and advise relevant stakeholders on appropriate course of action. Review and approve the criteria and processes by which the risks associated with new services, new ventures and major changes to services are assessed and managed. Identify key current and future operational and business risks which include the maintenance of both operational and business risk events. Work with Information Security Oversight Unit (ISOU), develop policy, plans, and strategy in compliance with laws, regulations, policies, and standards in support of organizational cyber activities. Responsible for developing and maintaining acceptable limits for the software application, network, or system as well as improving technical efficiencies for the program areas. Review and approve assessments to evaluate the design and effectiveness of risk mitigation and management strategies.
30%	**Comprehensive Risk Assessments** Create IT risk register and gather metrics to measure the effectiveness of the security risk management program and increase the maturity of the program overtime. Perform comprehensive risk assessments and effectively communicate critical and principal risks to Business and Technical stakeholders. Work closely with Enterprise Risk Management Office for risk escalation and tracking.
20%	**Technical Consulting** Maintain an extensive technical knowledge and expertise on evolving security trends, best practices and standards with a focus on enterprise security risks. Serve as the departmental subject matter expert (SME) regarding security requirements and policies providing insight and guidance on the most complex IT projects. The risk officer will perform risk analysis and approve new IT systems or business processes

Percentage	Description
	and provide direction and guidance to address security risks with the appropriate policies and security controls.
10%	**Education and Outreach** Act as a champion for the FTB information security program and promote a secure and risk-aware culture by defining and executing a security and risk communication and training strategy to develop resources with requisite skillsets, awareness, and capabilities to manage and embed risk management and security practices throughout the business programs. Ensure sufficient support to risk owners is available to assist in defining and rating risks and assist owners understand their compliance obligations and controls. Enhance the agency understanding of security beyond a compliance-view only.

Marginal Functions

Percentage	Description
10%	**Architecture Relationship** Work with the security architect and enterprise architects to build alignment between the security risks and enterprise architectures, ensuring that information security requirements are implicit in these architectures and security is built in by design.

Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

Employee: I confirm that I have read and understand the described duties and functions of this position.

Name (Print)	Signature	Date

Supervisor: I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)	Signature	Date