

**YOUR EFFORTS WILL MAKE FISCAL A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE Information Technology Manager I	DIVISION NAME Information Technology Division, Enterprise Security Services Office, Information Systems Security Management Section
WORKING TITLE Section Chief	POSITION NUMBER 333-350-1405-019
EMPLOYEE NAME	EFFECTIVE DATE

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Chief Information Security Officer, the Information Technology Manager (ITM) I will serve as the Information Systems Security Management Section (ISSMS) Chief within the Enterprise Security Services Office of the Information Technology Division (ITD).

The ITM I shall have full management responsibility, including direct oversight of nine Information Technology Specialists I/II and consultants, for organizing, planning, and directing all activities associated with this section. This ISSMS is responsible for the Financial Information System of California (FISCAL)'s governance, risk, and compliance.

The duties for this position are focused in the Information Security Engineering domain, however, assistance in other domains may be assigned as needed.

SUPERVISION RECEIVED

The ITM I reports directly to the ITM II, Chief Information Security Officer.

SUPERVISION EXERCISED

The ITM I will provide direct supervision to lower level staff.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
40%	Governance, Risk and Compliance Management <ul style="list-style-type: none"> Formulate, develop, and implement a comprehensive, proactive, and risk-aware enterprise compliance program, including developing and implementing policies and procedures.

	<ul style="list-style-type: none"> Identify potential areas of compliance vulnerability and risk; analyze and recommend policies, guidelines, and standards; ensure an adequate system is in place to prevent, detect, and correct compliance issues. Conduct formal risk assessments on a regular basis for all major systems and data processing activities to ensure compliance with laws, statutes, regulations and FI\$Cal security policies.
35%	System Security and Privacy and Data Management <ul style="list-style-type: none"> Partner with all other areas of ITD in developing and accurately maintaining the System Security Plan (SSP) and implement data loss prevention. Responsible for architectural and application reviews. Partner with the department's Privacy Officer to develop and enforce all applicable policies and procedures. Responsible for coordinating, planning, developing, and maintaining data-sharing agreements with applicable partners/departments. Develop data classification framework and both maintain and protect data.
20%	Staff Management <ul style="list-style-type: none"> Plan, direct, motivate and manage the workload of the Information Systems Security Management section staff and affiliated non-Fi\$Cal staff. Monitor progress and performance on assignments and take appropriate action, including development and training, to ensure timely and successful completion of required duties in accordance with the department and division expectations. Lead the efforts in hiring, developing and retaining competent and professional staff.
<u>% OF TIME</u>	<u>MARGINAL FUNCTIONS</u>
5%	<ul style="list-style-type: none"> Attend training classes as needed. Satisfactorily complete all team training requirements. Perform other related duties as required to fulfill Fi\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the ITD, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Specialist II and Information Technology Supervisor II classifications; and

Knowledge of: 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.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check is required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits, and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature _____ Date _____

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature _____ Date _____

HR Analyst DG

Date Revised: 9/19/2023