

## DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager II	Working Title Agency Information Security Officer
Employee Name Vacant	Position Number 791-500-1406-001
Project/Division Name Office of the Agency Information Officer	Supervisor's Name Adam Dondro
Unit Agency Information Security	Supervisor's Classification Exempt
Physical Work Location 2495 Natomas Park Drive, Suite 540, Sacramento 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction <a href="#">Click here to enter text.</a>
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p><b>Check all that apply:</b></p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <span style="margin-left: 150px;"><input type="checkbox"/> Requires Fingerprinting &amp; Background Check</span></p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <span style="margin-left: 150px;"><input type="checkbox"/> Other (<i>specify below in Description</i>)</span></p> <p><b>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</b></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input checked="" type="checkbox"/> Business Technology Management <span style="margin-left: 150px;"><input type="checkbox"/> Information Technology Project Management</span></p> <p><input type="checkbox"/> Client Services <span style="margin-left: 150px;"><input type="checkbox"/> Software Engineering</span></p> <p><input checked="" type="checkbox"/> Information Security Engineering <span style="margin-left: 150px;"><input type="checkbox"/> System Engineering</span></p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the administrative direction of the California Health and Human Services Agency (CalHHS) Agency Information Officer and Director of the CalHHS Office of Technology and Solutions Integration (OTSI), the Information Technology Manager II serves as the Agency Information Security Officer (AISO). The AISO leads the planning and development of the Agency's Information Security Strategy and related policies/standards, and drives corresponding tactical activities aimed at increasing the information security maturity level of CalHHS entities information assets, working closely with all CalHHS entities, the California Department of Technology (CDT) Office of Information security (OSI), and the California Office of Emergency Services (Cal OES), Cyber Security Integration Center (Cal-CSIC) to understand needs and priorities. The AISO supports department information security efforts and assesses compliance with key Agency information security initiatives through oversight and support, working closely with entity Information Security Officers (ISOs) and solution architects. The incumbent acts as an expert and consultant to the CalHHS entities on the implementation of internal and external policies and standards, laws, trends, and best practices regarding information security. The AISO is the CalHHS liaison to the CDT/OIS &amp; CDT IT Policy functions, representing the needs of CalHHS and its entities and communicating CDT policy, guidelines, and requirements to the CalHHS entities ISOs.</p>	
Percentage of Duties	Essential Functions
30%	<p><b>CalHHS Information Security Strategy Implementation and Support</b></p> <p>Craft, update, maintain, and execute the CalHHS information security strategy to improve the security of CalHHS information assets and data. Coordinate with CalHHS entities to determine and prioritize information security initiatives and action plans to assist entities in meeting CalHHS, State and Federal information security mandates. Provide advice and consulting services to Agency leadership, including the</p>

	Secretary and AIO, as well as department ISOs and CIOs to assist in implementing State, Federal, and CalHHS information security initiatives. Participate in the planning design and implementation of CalHHS enterprise architecture in the context of information security considerations; including the identification of appropriate security tools that align with overall agency needs.
25%	<p><b>Support Department Information Security Efforts</b> Establish and maintain an Agency Information Security Community of Interest that includes participation of all ISOs, aimed at coordinating information security related activities through the collaborative development of activities and outcomes associated with integrating information security initiatives, developing, and implementing information security policies, procedures and guidelines, and identifying/implementing technology tools in a manner consistent with said guidelines. Promote and enhance information security and risk management plans through education, training, and consultation.</p>
25%	<p><b>Represent CalHHS in information security related matters</b> Understand and communicate the Agency's and entities' security needs and priorities to the CDTs OIS and Cal-CSIC. Participate in State-level information security activities including meetings, workgroups, and committees. Actively participate in Budget Change Proposal (BCP) and Agency-level IT effort reviews, including Strategic Portfolio Management project assessments to ensure that project planning and subsequent solution development incorporates appropriate information security measures to protect systems and data and aligns with the Agency security strategy, policies and standards. Participate on the CalHHS Governance efforts, including the Risk Subcommittee. Work with Agency Project Portfolio Managers to identify appropriate project oversight activities and related information security guidance for active IT Projects.</p>
15%	<p><b>Monitor CalHHS Information Security Compliance and Support Incident Response Activities</b> Represent CalHHS during cyber security incidents. Collaborate and coordinate with the AIO and with entities regarding interactions with the State CDT/OSI, Cal-CSIC and other appropriate entities during and following cyber security incidents. Monitor implementation of CalHHS Information Security policies and related requirements. Review entities audit and assessment reports and associated Risk Register Plan of Action and Milestones (RRPOAM) documentation to understand opportunities to further support entities. Provide consultation to entities related to improving and achieving required compliance. Establish and maintain information security incident response standards and guidelines.</p>
Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

#### 4. WORK ENVIRONMENT *(Choose all that apply from the drop-down menus)*

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Occasional (13-25%)	Temperature: Temperature Controlled Office Environment
Lighting: <i>Choose an item.</i>	Pushing/Pulling: Not Applicable
Lifting: Not Applicable	Bending/Stooping: 1-25%
Other: <i>Click here to enter text.</i>	
Type of Environment: a. N/A b. N/A	
Interaction with Public: a. Select b. Select c. Select.	

#### 5. SUPERVISION

Supervision Exercised ( <i>e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates</i> )
Directly one ITS III and one ITS II, indirectly, CalHHS Department ISOs managing and supporting their activities through the development of policies, standards, practices, and related guidance and through consultations and oversight/compliance enforcement.

#### 6. SIGNATURES

<b>Employee's Statement:</b> I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature		Date
<b>Supervisor's Statement:</b> I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print)		
Supervisor's Signature		Date
<b>7. HRD USE ONLY</b>		
<b>Human Resources Division Approval</b>		
<input type="checkbox"/> Duties meet class specification and allocation guidelines. <input checked="" type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	cr	9/22/23
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.  List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

- \*\* AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
  - PROVIDE A COPY TO THE EMPLOYEE
  - FILE A COPY IN THE SUPERVISOR'S DROP FILE