

	Current
\boxtimes	Proposed

POSITION STATEMENT

1. POSITION	INFORMATION			
CIVIL SERVICE CLASSIFICATION:		WORKING TITLE:		
Information Te	echnology Manager II	Information Security Officer		
NAME OF INCUMBENT:		POSITION NUMBER:		
VACANT		397-100-1406-001		
OFFICE/SECTION/UNIT:		SUPERVISOR'S NAME:		
Information Security Office		Brian Wong		
DIVISION:		SUPERVISOR'S CLASSIFICATION:		
N/A		Deputy Secretary, Innovation & Technology		
BRANCH:		REVISION DATE:		
N/A		6/14/2023		
Duties Based	on: ⊠ FT □ PT– Fraction	□ INT □ Temporary – hours		
2. REQUIRE	MENTS OF POSITION			
Check all that	t apply:			
	nterest Filing (Form 700) Required	☐ Call Center/Counter Environment		
-	quired to Work in Multiple Locations	☐ Requires Fingerprinting & Background Check		
☐ Requires D	MV Pull Notice	☐ Bilingual Fluency (specify below in Description)		
☐ Travel May	be Required	☐ Other (specify below in Description)		
Description of Position Requirements:				
(e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)				
3. DUTIES A	ND RESPONSIBILITIES OF POSI	TION		
Summary Sta (Briefly describe	itement: the position's organizational setting and major f	unctions)		
Under the administrative direction of the Labor and Workforce Development Agency (LWDA) Deputy Security of Innovation and Technology / Agency Information Officer, the Information Technology Manager II (ITM II) is designated as the Agency Information Security Officer (AISO). The AISO provides oversight and participates in the planning, developing, and managing efforts of Information Security incidents and Risk Management across the LWDA. The AISO provides direct Information Security Management support to the LWDA and acts as an expert and consultant to the LWDA departments on implementation of laws, policies and standards regarding current information on statewide policies, standards and best practices.				
Percentage of Duties	Essential Functions			

30% Information Security Program Management

Responsible for developing, implementing, and maintaining all necessary security policies, standards and procedures required for a comprehensive Agency Information Security Program. Manage the design, development, implementation and operation of the information security program for the collection, use, storage and destruction of LWDA information assets, including a security awareness training program with attention to relevant statewide security policies and practices. Responsible for ensuring LWDA and department security policies and procedures provide operational guidelines. Define the roles and responsibilities of all LWDA departments to ensure the confidentiality, integrity and availability of information assets. Work with the Office of Information Security in the development of statewide IT security initiatives and policies. Inclusion of Agency entities in the review of policy development for identification of potential operational impacts. Coordinate cybersecurity workforce requirements in training and staff selection. Oversee LWDA departments' participation in required training and adherence to established policies and procedures. Manage, monitor and report the LWDA implementation of, and compliance with, State information security policies and coordinate LWDA annual compliance reporting with control agencies. Provide direct Information Security Officer (ISO) support to LWDA's smaller boards and panel. Assist with resource prioritization.

25% Risk Management

Manage LWDA department risk assessments to identify potential vulnerabilities that could threaten the security, confidentiality and integrity of Agency information assets. Collaboratively determine the probable loss or consequences of identified threats and assess the likelihood of such occurrences. Collaborate with departments to identify and estimate the cost of protective measures which would eliminate or reduce vulnerabilities to an acceptable level. Participate in the selection of cost effective security management measures and tools to mitigate security threats. Prepare confidential reports for the Agency Information Officer or his/her designee documenting identified risks, proposed security management measures, resources necessary for security management and residual risk. Work with LWDA's ISOs on remediation of Plan of Action and Milestones objectives including those which result from State mandated IT Security Assessments and IT Security Audits.

25% Security Incident Management

Develop and implement policies and procedures for monitoring and reporting incidents involving intentional, unintentional or unauthorized access, disclosure, use, modification, or destruction of LWDA assets. Provide direction and leadership on behalf of the LWDA to ensure that incidents are worked to closure and that the extent of any threat is quantified and communicated to executives and later shared with the Agency ISO community. During department incident management, serve as the Agency incident coordinator and lead the incident response team through to closure. The incident coordinator is responsible for ensuring status is monitored and communicated to Agency executives. Oversee information security investigations whenever there are actual or suspected violations of LWDA information security policies. Monitor department investigations, and track security incidents to resolution. Report security incidents to executives, control agencies, and law enforcement. Collaborate with department post-incident reviews, develop action plans to reduce

Position Number 397-100-1406-001

further exposure, and evaluate and report on trends and weaknesses in LWDA security program. 15% **Planning and Architecture** Collaborate with the LWDA Department Information Security Officers (ISOs) and the State's Information Security Office to ensure LWDA alignment with statewide security initiatives. Represent the LWDA at the AISO monthly meetings with the State's ISO in the planning and collaboration of IT security policy. Disseminate planning discussion information to LWDA's ISO community. Lead and participate in other security planning sessions as needed. Oversee maturity assessments to identify gaps and develop alternatives for investment recommendations to improve LWDA security posture in workforce qualifications, system and technical architecture and business processes. Review and recommend improvements to LWDA Technology Recovery Plans in compliance with State policies and industry best practices. Percentage **Marginal Functions** of Duties 5% Performs other duties as assigned. 4. WORK ENVIRONMENT (Choose all that apply) Standing: Occasionally - activity occurs < 33% Sitting: Continuously - activity occurs > 66% Walking: Occasionally - activity occurs < 33% Temperature: Temperature Controlled Office Environment Pushing/Pulling: Occasionally - activity occurs < 33% Lighting: Artificial Lighting Lifting: Occasionally - activity occurs < 33% Bending/Stooping: Occasionally - activity occurs < 33% Other: Click here to enter text. Type of Environment: ☐ High Rise □ Cubicle □ Warehouse □ Outdoors ☐ Other: Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☐ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other: 5. SUPERVISION EXERCISED: (List total per each classification of staff) Directly 2 ITS III, 1 ITS II 6. SIGNATURES **Employee's Statement:** I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement. Employee's Name: Employee's Signature: Date: Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Civil Service Classification

Position Number 397-100-1406-001

Information Technology Manager II

Supervisor's Name: Brian Wong				
Supervisor's Signature: Dat	e:			
7. HRSD USE ONLY				
Personnel Management Group (PMG) Approval				
□ Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved		
☐ Exceptional allocation, STD-625 on file.	HV	10/6/2023		
Reasonable Accommodation Unit use ONLY (completed after appointment, if needed) If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations made:				
List any reasonable Accommodations made.				

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file