



<p><b>30%</b></p>	<p><b><u>Information Security Program Management</u></b> 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.</p>
<p><b>25%</b></p>	<p><b><u>Risk Management</u></b> 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.</p>
<p><b>25%</b></p>	<p><b><u>Security Incident Management</u></b> 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</p>

<b>15%</b>	<p>further exposure, and evaluate and report on trends and weaknesses in LWDA security program.</p> <p><b><u>Planning and Architecture</u></b> 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.</p>
<b>Percentage of Duties</b>	<b>Marginal Functions</b>
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
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: <i>Click here to enter text.</i>	

**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**  
Information Technology Manager II

**Position Number**  
397-100-1406-001

Supervisor's Name: Brian Wong		
Supervisor's Signature:		Date:
<b>7. HRSD USE ONLY</b>		
<b>Personnel Management Group (PMG) Approval</b>		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	HV	10/6/2023
<b>Reasonable Accommodation Unit use ONLY</b> <i>(completed after appointment, if needed)</i> <i>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.</i> 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