

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION CalSTA/Agency Information Technology/Security	
WORKING TITLE Agency Information Security Officer	POSITION NUMBER 703-008-7500-xxx	REVISION DATE 10/19/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Deputy Secretary of Technology, Agency and CIO of the California State Transportation Agency (CalSTA) and in consultation with the State Chief Security Information Officer (CSIO) and the Office of Information Security (OIS), the incumbent is responsible for overseeing the information technology (IT) security functions of CalSTA and its departments. The incumbent has oversight responsibility for coordinating the IT security activities of IT offices throughout CalSTA, its constituent departments, and interface partners. The incumbent is the primary driver in adapting the OIS cybersecurity strategies and standards to the specific needs of CalSTA and its constituents.

CORE COMPETENCIES:

As a C.E.A., the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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40%	E	Formulates and analyzes high-level IT security policy issues, interprets and articulates policy options, and advises the Deputy Secretary on courses of action consistent with the Cal-Secure strategies and standards. Formulates, analyzes, revises, interprets, and evaluates business processes, operational programs, and transmits program policy related to agency IT security operations in alignment with Cal-Secure strategies and standards. Serves as a communication link on program policy matters. Coordinates interdepartmental activities on critical security policy issues. Advises the Deputy Secretary, and Departmental CIOs on significant policy regarding business processes, operational programs, and information technology resources related to agency IT security.
30%	E	Plans, develops, organizes, and manages information technology security resources; reviews departmental information technology security planning documents; and makes recommendations where interdepartmental or cross-jurisdictional issues have arisen. Comments on the impact upon information technology security resources of proposed legislation, regulations, or policies as they relate to the implementation of the Executive Branch Cal-Secure Roadmap.
15%	E	Provides high level expertise in developing legislative proposals, policies and new programs in support of the Executive Branch's strategies and standards for cybersecurity and the adaptation to the needs and requirements of CalSTA. Participates in the development and evaluation of proposed legislation to assess the impact of IT security upon CalSTA business process and operational programs. Evaluates findings and recommendations of studies about the effectiveness of information technology security. Attends meetings and negotiations on program and information technology security issues with State legislative and executive branch staff, State CSIO, OSI, local government officials, and provider and constituency organizations.
10%	E	Reviews periodic business process reports, operations program reports, legislative reports, controlled correspondence, and proposed regulations having significant impact; identifies problems, recommends changes, and approves reports and proposals; consults with legislative and executive staff on the implementation of proposed or pending legislation, information technology resources, and other policy actions. Negotiates with high level executive staff from the Department of Finance, the Legislative Analyst, and legislative staff members, on information technology security resources relating to assigned departments.
5%	E	Advises and /or acts for the AIO on cyber-security matters and responds to inquiries from the State Security Information Officer, OSI and legislators, public agencies, and the private sector.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent will directly supervise ITM II's and overall indirect staff reporting to the agency cyber-security office via the agency departments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must possess the highest degree of leadership skills and technical expertise required for effective customer interface, business case analysis, and project management. Must also possess a high degree of technical skills as well as knowledge of the principles of policy formulation and development. The incumbent must have an understanding of the principles and practices of public administration, including supervision and management.

Incumbent must be able to set cyber-security program objectives and be able to evaluate the effectiveness of staff in accomplishing those objectives. The incumbent must have a high level understanding of current and legacy technology environments. Must be able to deal effectively with Executive Management from the Department, California Transportation Agency, control agencies, California Department of Technology and other State Departments, as well as high-level industrial representatives of the private sector IT community. Must be able to make effective written and oral presentations; have the ability to coordinate and direct activities of IT Management; evaluate alternatives; make decisions, and take appropriate action; and establish and maintain priorities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must exercise good judgment, analyze problems, and take appropriate action. Poor decisions or recommendations could result in weaknesses in the CalSTA privacy and cybersecurity protections which increases the likelihood of a data breach, identity theft or a successful cybersecurity attack against a CalSTA constituent Department or Division.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with IT executive leadership, staff of other State Agencies including State Control Agencies, staff from local governmental agencies and staff working in the private sector to coordinate and respond to inquiries related to cybersecurity and privacy policy, compliance and risk. In performing the responsibilities of this position, the incumbent may have contact with other departments, governmental agencies or private companies concerning cybersecurity, privacy, information technology, operational technology and business management best practices. Must develop and maintain strong working relationships with others.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for prolonged periods of time using a keyboard, monitor, mouse, and telephone. The incumbent must value cultural diversity and other individual differences in the workforce; adjust rapidly to new situations warranting attention and resolution; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; consider and respond appropriately to the needs, feelings, and capabilities of others; be tactful and treat others with respect. In addition, the incumbent must have the ability to multi-task, adapt quickly to changing priorities, and perform completed staff work or tasks and projects with short notice. Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Agency Information Officer and based on CalSTA's evolving telework policy. CalSTA supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions.

The incumbent may be required to work for extended periods of time in a climate-controlled environment under artificial lighting. The incumbent must carry a cell phone and respond to calls after hours to lead multi-disciplinary IT professionals team(s) in organizing, analyzing, troubleshooting and resolving IT problems; may travel to various Transportation Departments locations to provide expertise for IT operations. The incumbent may be required to travel to other Caltrans offices to support and provide expertise for IT operations. The incumbent may work after regular business hours and/or weekends to perform activities to support business operations.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
