

# Duty Statement Rank & File

**Proposed**  
 (Submit to HR for  
 Review)  
 **Final**

Print or type.  
 See Specific Instructions on page 2.

A. Current Position Number <a href="#">Click here to enter text.</a>	B. Probationary Period /JEP Period <b>12 months</b>	
C. Incumbent Name <b>VACANT</b>	D. Classification/Job Title <b>Information Technology Manager II/Chief Information Security Officer</b>	E. Date of Hire
F. Unit, Section, Division <b>Executive</b>		G. Location <input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles
H. Name of Immediate Supervisor/Manager <b>Reggie Fair</b>	I. Classification/Title of Immediate Supervisor/Manager <b>Chief Operating Officer – CEA C</b>	
J. Bargaining Unit (CBID) <input checked="" type="checkbox"/> BU 1	K. Time Base <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other	L. Tenure <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other
M. Work Schedule <b>Monday – Friday</b>	N. Work Hours <b>8:00 AM- 5:00 PM</b>	Occasional off-hours and weekends may be required Remote Work Schedule Available.
O. Background Check Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P. Job Requires Driving Automobile <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Q. Certification Required <input type="checkbox"/> Yes <a href="#">Click here to enter text.</a> <input checked="" type="checkbox"/> No

## Section II    **JOB DESCRIPTION**

Under the general direction of the Chief Operations Officer (COO), the Information Technology Manager II (ITM II), also known as the Chief Information Security Officer (CISO), will head the Information Security Office and is responsible for developing, implementing, and maintaining a comprehensive information security program that includes policies, standards, procedures, and guidelines to protect the organization's information assets. Establish and maintain an information security program that is consistent with industry best practices and applicable regulations. The CISO will be the single point of contact for all security-related matters, security reporting, and executive summaries to the Secretary of State. The CISO works collaboratively with other Divisions within the SOS, and external partners, such as MS-ISAC, CDT, CAL OES, CISA, and California Counties, to ensure the organization's information assets' confidentiality, integrity, and availability.

The incumbent is responsible for promoting diversity, equity, and inclusion within the department as well as excellent customer experience, emerging trends in application services, and IT project portfolio optimization in alignment with SOS Program objectives.

**% of time**

**Essential Functions**

**35% Information Security Strategy and Governance:**

- Develop and implement an organization-wide information security strategy aligned with business objectives and industry best practices.
- Establish and maintain a governance framework to ensure consistent application of security policies and procedures throughout the organization.
- Provide recommendations and assist in the develop and enforce cybersecurity policies, procedures, and guidelines to safeguard critical information assets.
- Collaborate with senior management and the Executives to communicate security risks, mitigation strategies, and investment requirements.
- Ensure the organization's compliance with applicable laws, regulations, and industry standards related to information security and privacy.
- Establish and maintain security incident response and disaster recovery plans to ensure the organization's ability to respond to and recover from security incidents.
- Promote a security-conscious culture throughout the organization by raising awareness of security threats and best practices.

**30% Compliance and Auditing:**

- Coordinate internal and external audits and assessments to evaluate the effectiveness of security controls and identify areas for improvement.
- Collaborate with legal, risk management, and incident response teams to respond to security incidents and breach notifications as relevant regulations requirements.
- Implementing an effective process for the report of security incidents.
- Monitor changes in the regulatory environment and update security policies and procedures accordingly.

**30% Policy and Reporting:**

- Responsible for developing and implementing information security policies and procedures for the agency. This involves creating guidelines and standards that define how information should be protected, specifying acceptable use of technology resources, and outlining incident response protocols.
- Oversees the development and maintenance of security metrics and reporting mechanisms to track the effectiveness of security controls, measure compliance with policies, and communicate the agency security posture to senior management and stakeholders. This includes preparing regular security reports and presenting them to the executive team.
- Identify potential problem areas, develop and analyze alternatives, and take corrective action as needed.

**MARGINAL FUNCTIONS**

- 5%
- Meet as appropriate with other Division Chiefs, ITD Managers, and the CIO to share information.

- Conduct periodic meetings to keep staff apprised of the unit, section, office, branch, and departmental updates.
- Perform other related duties, as assigned, to ensure efficient achievement of the organization's goals and objectives.
- Other duties within this classification as assigned.

### **EMPLOYEE/SUPERVISOR STATEMENT**

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

**EMPLOYEE'S STATEMENT:** I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES  
 NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ▶	EMPLOYEE SIGNATURE ▶	DATE SIGNED ▶
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**SUPERVISOR'S STATEMENT:** I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ▶	SUPERVISOR SIGNATURE ▶	DATE SIGNED ▶
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