



**Classification: Information Technology Manager II**

**Working Title: Information Security and Enterprise Risk Officer**

**Position Number: 358-110-1406-001**

**Division/Unit: Executive Division, Information Security & Enterprise Risk and Optimization Section**

**Assigned Headquarters: Sacramento Headquarters**

**Position Eligible for Telework (Yes/No): Yes**

### **Job Description Summary**

Under administrative direction of the Chief Enterprise Risk Officer, Executive Division, the Information Technology Manager II (ITM II) is responsible for the Information Security Office (ISO), Enterprise Project Management Office and Enterprise Risk and Optimization Section (EROS). This position manages the department's information security and privacy efforts and the enterprise monitoring of internal control practices. The ITM II works with divisions to provide insight and guidance to influence changes that minimize risk, strengthen programs and processes, and establish the associated documentation practices for the California State Lottery (Lottery). The duties for this position are focused on the Information Security, Business Technology Management, and Information Technology Project Management domains; however, work may be assigned in other domains as needed.

### **Job Description**

40% (Essential) – Provide managerial leadership and direction to the department's ISO ensuring information security, and privacy organization-wide. As the second level manager over ISO, provide managerial leadership and direction in defining risk identification, mitigation and control practices on departmental business and technology programs and processes the office evaluates. Ensures engagement from divisions and interact with deputies to collaborate on concerns identified during evaluation of processes.

20% (Essential) – Serves as the Enterprise Risk Officer and provides managerial leadership and direction to EROS and manages the analysts responsible for the evolution and evaluation of current business practices and technology utilized in Lottery's operations. Ensure that the Lottery maintains effective monitoring of controls on an ongoing basis. Guide divisions in creating efficiencies via the consolidation or restructuring of potentially duplicative or inefficient business and technology processes, programs, or practices. Evaluate current policy and strategic plans and influence adjustments to strengthen the definition and direction the department takes with short- and long-term planning; influences enhancements to posture the department to align with mandated expectations with its business and technology practices. Provide managerial leadership and direction to the department's documentation practices. Oversee the process of indexing and categorizing all process flow charts, narratives, procedures, and associated functions performed are secure and housed in the Lottery's Official Operating Manual (LOOM).



20% (Essential) – Provide managerial leadership and direction, as the second level manager, to the EPMO. Through subordinate management, guide development of project schedule, objective setting and project design; ensure project risks are identified and managed effectively; monitor project delivery; and facilitate clear communication across multiple teams and stakeholders.

15% (Essential) – Provide open and complete communication among staff and organizational units. Develop, maintain, and enforce valid staff selection and performance evaluation criteria. Develop staff performance expectations and ensure completion of performance reports. Provide direction and guidance to staff. Provide leadership and guidance to the Information Security Office, the Enterprise Project Management Office (EPMO) and the Information Technology Manager I's (ITM I) responsible for the associated functions.

5% (Marginal) – Participates in enterprise focus of change management to ensure compliance with approved Lottery policies and procedures. Other job-related duties as needed.

### Scope and Impact

- a. Consequence of Error: Failure to use good judgment performing the functions of this position may result in the failure to ensure the Lottery remains in compliance with information security-related laws, rules and policies; inappropriate release of information; and/or failure to protect the information assets of the Lottery.
- b. Administrative Responsibility: The ITM II is expected to adhere to the laws, rules, policies, and procedures pertaining to civil service employees in general and specifically, to employees of the Lottery.
- c. Supervision Exercised and Received: The ITM II directly manages and oversees the activities of staff supporting risk, process evaluation and documentation practices which consist of (3) Information Technology Specialist II's. Provides management and leadership to subordinate ITM I's over the ISO and EPMO. The incumbent is under administrative direction of the Executive Division's Chief Enterprise Risk Officer and receives input and policy guidance from the Director and Chief Deputy Director. The ITM II is required to act independently and is held responsible for decisions made.
- d. Personal Contacts: The incumbent has daily contact with all levels of personnel including Lottery executive management and with outside consultants, vendors, business partners, state entities and other Lotteries.

### Physical and Environmental Demands

None

### Working Conditions and Requirements

- a. Schedule: Typically, Monday through Friday; 8:00am-5:00pm but may occasionally require evening and/or weekend work.
- b. Travel: Travel (including statewide overnight travel) may be occasionally required.  
Other: Work is generally performed within an office environment, utilizing personal computers, laptops, tablets, telephones and/or cell phones. May also work from a remote location.

### Effective Date:

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**NOTE:** The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

**SUPERVISOR'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

**EMPLOYEE'S STATEMENT:**

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**