

DUTY STATEMENT

1. POSITION INFORMATION	
Civil Service Classification Information Technology Manager I	Working Title Chief Information Security Officer
Employee Name Vacant	Position Number 791-600-1405-001
Project/Division Name Information Security Office	Supervisor's Name James Duckens
Unit	Supervisor's Classification CEA
Physical Work Location 2525 Natomas Park, Suite 370, Sacramento, CA 95833	Duties Based on: <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time - Fraction Click here to enter text.
Effective Date TBD	
2. REQUIREMENTS OF POSITION	
<p>Check all that apply:</p> <p><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Requires Fingerprinting & Background Check</p> <p><input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Other (<i>specify below in Description</i>)</p> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p><i>Click here to enter text.</i></p>	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<p>IT Domains used:</p> <p><input type="checkbox"/> Business Technology Management <input type="checkbox"/> Information Technology Project Management</p> <p><input type="checkbox"/> Client Services <input type="checkbox"/> Software Engineering</p> <p><input checked="" type="checkbox"/> Information Security Engineering <input type="checkbox"/> System Engineering</p>	
<p>Summary Statement (Briefly describe the position's organizational setting and major functions):</p> <p>Under the general direction of the Chief Deputy Director, the incumbent serves as the Chief Information Security Officer (CISO) for the CalHHS Office of Technology and Solutions Integration (OTSI). As part of the Executive Leadership team, the CISO will lead the Information Security Office team to provide oversight and participation in the planning, development, and management of Information Security and data privacy responsibilities. The CISO leads the Office of Information Security team in supporting the most complex systems and software projects and provides the highest level of technical expertise and advice in the implementation of laws, policies, and standards regarding current information security and computer industry technology. This responsibility includes the practices on data security, confidentiality, privacy and risk, integrity, accountability, evaluation, installation, maintenance and control of information systems and software, as well as business continuity, disaster recovery and audits/investigations. The CISO works collaboratively with the OTSI stakeholders to ensure business needs are fully considered and incorporated into all security activities.</p>	
Percentage of Duties	Essential Functions
30%	<p>Ensures compliance with State, Federal and other security requirements, as appropriate. Provides critical security leadership functions, timely and relevant briefings to OSI executive leadership, California Health and Human Services (CalHHS) Agency ISO, State ISO, and control agencies. Leads the Information Security team in the development and implementation of the OTSI Information Security Program. The CISO chairs the Information Security governance body to direct the OTSI information security plans, policies, standards, and other authoritative documents. Directs the Information Security team in the implementation of laws, policies, and standards regarding current information security and computer industry technology. This responsibility includes the practices on data security, confidentiality, privacy and risk, integrity, accountability, evaluation, installation, maintenance and control of information systems and software, as well as business continuity, disaster recovery and audits/investigations. The CISO works collaboratively with the</p>

	<p>OTSI stakeholders to ensure business needs are fully considered and incorporated into all security activities.</p> <p>Leads the Information Security team in working with the OTSI Leadership, CalHHS partner departments, and the OTSI project teams to identify, integrate and align information security goals and objectives to the OTSI strategic and tactical plans. Develops and disseminates security and privacy metrics and risk information to state entity executives and other managers for decision making purposes. Provides leadership and input related to security best practices and vision within the OTSI and statewide. Represent the department at statewide security-related meetings and functions. Regular participation in CalHHS-wide security projects and initiatives.</p> <p>Leads the Information Security team to develop and track information security and privacy risk key performance indicators. The CISO manages the Information Security Office team in implementing and developing Risk Assessments, determining the probable loss or consequences of identified risk and assesses the likelihood of identified risk. The CISO guides the Information Security team to identify and estimate the cost, including business impact of protective measures which would eliminate or reduce vulnerabilities to an acceptable level, and select cost-effective security management measures to mitigate security threats. The CISO prepares confidential reports for the Chief Deputy Director, documenting identified risk, proposed security management measures, resources necessary for security management, and residual risk. The CISO leads the departments business continuity and disaster recovery program with the coordinator as well as any audits and investigations when necessary.</p> <p>Performs various supervisory responsibilities related to staff management and development. Evaluates necessary staff resources and training needs. Establishes performance standards and expectations by conducting probationary reviews, annual Individual Development Plans, constructive intervention, corrective and disciplinary actions and training to enhance personnel growth. Establishes reasonable deadlines and monitors staff workload to ensure work is completed accurately and timely. Provides advice and consultation to staff on the most difficult and sensitive work issues. Grants or denies staff requests for time off ensuring adequate workload coverage and sufficient leave credits available for the leave requested by the employee.</p> <p>Responsible for all Information Security Incidents in adhering to the state SAM 5340. The ISO will coordinate the OTSI teams to investigate and track security incidents to resolution. The ISO will report security incidents to management, control agencies, and law enforcement in compliance with SIMM 5340 A and C, and CA Office of Health Information Integrity. Conducts post-incident reviews, develop action plans to reduce further exposure.</p>
30%	
15%	
15%	
5%	

Percentage of Duties	Marginal Functions
5%	Perform other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

Standing: Infrequent (7-12%)	Sitting: Frequent (51-75%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: 1-25% of the time
Lifting: 1-25% of the time	Bending/Stooping: 1-25%
Other: Click here to enter text.	
Type of Environment: a. High Rise b. Select	
Interaction with Public: a. N/A b. Select c. Select.	

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)
Directly – 2 Information Technology Specialist IIs, 2 Information Technology Specialist Is, 1 Retired Annuitant, 2 Student Assistants

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 Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.		
Employee's Name (Print)		
Employee's Signature		Date
Supervisor's Statement: I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.		
Supervisor's Name (Print)		
Supervisor's Signature		Date
7. HRD USE ONLY		
Human Resources Division Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines. <input type="checkbox"/> Exceptional allocation, 625 on file.	HR Analyst initials	Date approved
	NM	1/29/2024
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> * If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator. List any Reasonable Accommodations Made: <i>Click here to enter text.</i>		

- ** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
 - PROVIDE A COPY TO THE EMPLOYEE
 - FILE A COPY IN THE SUPERVISOR'S DROP FILE