



Job Description

Classification: Information Technology Specialist II

Working Title: Senior Information Security Officer

Position Number: 358-110-1414-010

Division/Unit: Executive/Information Security Office

Assigned Headquarters: CA Lottery Headquarters - Sacramento

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under the direction of the California State Lottery's (Lottery) Information Security & Privacy Manager, the Senior Information Technology Specialist II (ITS II) will assist the Information Security and Privacy Office (ISO) in its mission of ensuring the confidentiality, integrity, and availability of Lottery Information Assets. The duties for this position are focused on the Information Security Engineering domain; however, work may be assigned in other domains as needed.

Job Description:

A. Essential Functions

25% Provide expert-level consultation in the identification, management, and maintenance of the Lottery's Information Security Management System (ISMS) and related areas of: security risk management and vulnerability remediation; security policy and procedure development; security framework compliance auditing; asset management and protection; security operations management; access control; incident management; disaster recovery management; physical and environmental security; information systems acquisition, and ongoing implementation, maintenance and operation of projects.

Perform assessments to ensure compliance with regulations the Lottery must comply with, such as the World Lottery Association (WLA), Multi-State Lottery Association (MUSL), and the Lottery's adopted information security framework as well as the Lottery's Information Security & Privacy policies, procedures, and standards. Research existing Lottery security controls to evaluate for accuracy and effectiveness. Recommend and implement mitigation strategies and lead risk mitigation activities.

25% Provide expert-level security guidance in planning, implementing, and deploying technical solutions for using Artificial Intelligence (AI) and/or Cloud-based architecture. Advises leadership on the formulation of IT strategy, policy, and governance related to AI and cloud integration on projects to ensure compliance with federal standards, state policies, Lottery's Information Security & Privacy policies, security requirements, and data exchange standards. Review AI or cloud acquisition contracts, provide security contract language terms, and develop risk assessments where needed.



Job Description

Continuously update and maintain security requirements, standards, and policies throughout the evolution of AI and cloud-based architecture usage within the government. Develops strategies to address interoperability, portability, scalability, accessibility, and availability while addressing security objectives and business needs.

- 25% Provide level expert-level consultation related to the subject area of information security in internal and external meetings, providing the highest level of expertise on policy and compliance of information security discipline, vulnerability and patch management assessment, virus detection, security risk identification, risk remediation, and hacking methodologies. Lead technical discussions on potential security risks. Review projects, processes, and procedures during various phases of development to assure compliance with security policies and serve as the subject matter expert in the overall integration process with the Lottery's ISMS.

Responsible for expert-level research, requirements gathering, analysis, and documentation of information security best practices and strategies, as well as making appropriate security control recommendations. Maintain a proficient knowledge of gaming system architecture and security design to oversee and ensure its security. Identify and respond to changes in the gaming system that may jeopardize the security of the gaming system. Perform expert-level analysis on Lottery system security logs and statistics to identify, document, and conduct risk assessments. Develop mitigation plans and/or identify compensating controls.

- 10% Understand and improve upon the Lottery's information security infrastructure and technology solution posture in support of a business environment that encompasses the entire State of California. Provide expert-level analytical skills to identify gaps in primary and complementary security controls and architect solutions to mitigate those gaps. Research and develop information security standards that align with ISO policies and Lottery business strategy.

Provide regular updates to the Information Security & Privacy Manager, Chief Information Security and Enterprise Risk Officer, and the Information Security Committee on the current state of Lottery's technology environment, including, but not limited to, Lottery owned systems, outsourced systems, cloud-based systems, and solution provider systems. Partner with the Information Technology Services Division (ITSD) to ensure a collaborative environment that supports Lottery business strategy and governance. Answer technical and procedural questions to groups throughout the Lottery. Teach improved processes and provide expert-level consultation to business units on security and risk management concepts and techniques.

Monitor the Information Security Office and Privacy Office mailbox, providing a high level of customer service in response to requests while actively addressing incident reports. Review Lottery contracts and service agreements and recommend the appropriate level of information security language.

- 10% Partner with ITSD to provide forensics and root cause analysis for security incidents; maintain a high level of professional knowledge to serve as an expert witness. Work with ITSD to update security systems by monitoring the security environment using customized and automated monitoring solutions such as enterprise-wide log management with ad-hoc reporting and querying. Identify security gaps, evaluate, and implement security enhancements. Prepare system security reports by collecting, analyzing, and summarizing data and trends.



B. Marginal Functions

- 5% Develop and provide presentations on Information Security and Privacy practices. When directed, act as a backup to the Information Security & Privacy Manager when needed. Keep informed of current security threats and industry trends.

Scope and Impact:

- A. Consequence of Error: Failure to execute best practices related to Information Security and Privacy while performing the functions of this position may result in the ineffective management of the Lottery's Information Security Management System (ISMS).
- B. Administrative Responsibility: The ITS II will complete written reports, oral presentations, and other periodic reporting on information security and privacy issues and audits. Additionally, is directly responsible to ensure the integrity and security of Lottery Information Assets such as paper and electronic data, databases, and computer systems.
- C. Supervision Received: The ITS II directly reports to the Information Security & Privacy Manager, while also receiving direction from the Chief Information Security and Enterprise Risk Officer and Lottery Director.
- D. Personal Contacts: The ITS II has daily contact with all levels of personnel up to executive management within the Lottery and with outside consultants, vendors, business partners, and other Lotteries. The ITS II may contact statewide Information Security Officers' and executive managers regarding information security and privacy issues.

Physical and Environmental Demands

None

Working Conditions and Requirements

- A. Schedule: 8:00 AM to 5:00 PM PST (After hours may be needed to ensure the Information Security and Data Privacy duties for the California State Lottery)
- B. Minimal: On demand travel may be required to facilitate/participate in information security and privacy related audits.
- C. Other: The incumbent must maintain an expert-level understanding of best practices related to Information Security and Privacy. The incumbent will work in a fast-paced environment with competing priorities and mission-critical deliverables.

Effective Date: December 31, 2024

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.



Job Description

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 can 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



Job Description

Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others'.)
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)



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Physical and Environmental Demands: (Describe the physical environment of the main work location)

Working Conditions and Requirements: Describe the following:

- a. Schedule:
- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).