YOUR EFFORTS WILL MAKE FI$Cal A SUCCESS
DUTY STATEMENT

CLASSIFICATION TITLE	DIVISION NAME
Information Technology Manager I	Information Technology Division
WORKING TITLE	**OFFICE/SECTION/UNIT**
Security Operations Manager	Enterprise Security Services Office, Security Operations Section
EMPLOYEE NAME	**POSITION NUMBER**
VACANT	333-350-1405-010

You are a valued member of the Department of FISCal. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Information Technology Manager (ITM) II, Chief Information Security Officer, the ITM I will serve as the Manager – Security Operations within the Enterprise Security Services Office of the Information Technology Division (ITD).

As the chief of the Security Operations Section (SOS), the ITM I has full management responsibility for organizing, planning, and directing all activities associated with the SOS. This section is responsible for developing and implementing Financial Information System of California (FI$Cal)'s information security policies, planning and providing security awareness training to the departmental staff, planning and conducting information security tests, identifying and addressing the information security risks and vulnerabilities, and developing and implementing the information security risk management program. Additionally, the SOS is also responsible for conducting information security audits, identifying and implementing security analytics, coordinating independent security assessments, and for maintaining the Plan of Action and Milestones (POAM). SOS collaborates with other ITD sections and other FI$Cal divisions to execute the actions documented in POAM and mitigate information security risks.

The ITM I, serves as an information security subject matter expert in a management role, and is responsible for reviewing and implementing the activities related to the regulatory

compliance and risk management that are required to protect data confidentiality and privacy rights and ensure the integrity and availability of these information systems.

The duties for this position are focused in the Information Security Engineering domain, however, work may be assigned in the other domains as needed.

SUPERVISION RECEIVED

The ITM I reports directly to the ITM II, Chief Information Security Officer.

SUPERVISION EXERCISED

The ITM I will provide direct supervision of lower level staff within the section supervised including any contractors and/or consultants matrixed to the section.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

% OF TIME	ESSENTIAL FUNCTIONS
35%	**Security Policy and Compliance Management** • Research, develop, implement, and maintain information security policies, standards, guidelines, processes, and procedures in accordance with the department's strategy, State Administrative Manual, State Office of Information Security (OIS) policies and guidance, and other applicable state and federal regulations. • Review and update information security policies, standards, guidelines, processes, and procedures as needed to prevent new threats and vulnerabilities. • Monitor and audit compliance with information security policies, standards, guidelines, processes, and procedures and provide status and enforcement recommendations to the Chief Information Security Officer. • Maintain currency with security policies and standards.
30%	**Information Security Risk Management** • Develop and maintain the department's information security risk management program components including but not limited to risk assessment, mitigation, and evaluation. • Conduct formal risk assessments on a regular basis for all major systems and data processing activities to ensure compliance with laws, statutes, regulations and FI$Cal security policies. • Coordinate Independent Security Assessments (ISAs). Assist with developing responses to ISA findings, plan actions and milestones to address the findings, and coordinate the implementation of planned actions to address the findings.

	• Manage and review the Threat and Vulnerability Management (TVM) program. • Implement, direct and manage the data capture and analyze activities to detect potential fraud and exposure; identify solutions and coordinate their implementation to prevent fraud and exposure. • Create, implement, and maintain formal processes to mitigate information security vulnerabilities. • Establish an incident response plan and coordinate responses to security incidents as necessary.
10%	**Information Security Testing** • Participate in the design/review of new or changes to the infrastructure and application components. • Plan information security tests to detect vulnerabilities early in the systems development life cycle. • Manage the execution of information security tests including penetration tests. • Analyze test outcomes, make recommendations for security improvements, and coordinate implementation.
10%	**Information Security Awareness Training** • Develop and maintain a role-based security awareness training program that effectively reduces the “human factors” risks to FI$Cal. • Educate staff on information security and privacy protection responsibilities. Manage and ensure security training is provided to all FI$Cal staff on an annual basis. • Collect and provide security awareness training metrics to FI$Cal leadership.
10%	**Staff Management** • Plan, direct, and manage the workload of SOS staff and affiliated non-FI$Cal staff including consultants. • Monitor progress and performance on assignments and take appropriate action to ensure timely and successful completion of SOS activities in accordance with the department and division expectations. • Lead the efforts in hiring, developing and retaining competent and professional staff that assures an adequate level of specialized analytical and technical expertise to support current and future FI$Cal needs. • Oversee development and planning for the appropriate training of staff to support emerging technologies. • Motivate staff to sustain high performance; establish and maintain proper staff recognition mechanisms.

% OF TIME	MARGINAL FUNCTIONS
5%	• Perform other related duties as required to fulfill FI$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the ITD, which may include special assignments.

KNOWLEDGE AND ABILITIES

All knowledge and abilities of the Information Technology Specialist I and Information Technology Supervisor I classifications; and

Knowledge of a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check are required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCal's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for

reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

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Employee Signature

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

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Hiring Manager Signature

HR Analyst: PGR

Date Revised: 02/09/2026