

Classification Title: Senior Management Auditor	Branch/Division/Bureau: Audits Division
Working Title: Senior Privacy Auditor	Office/Unit/Section/Geographic Location: Sacramento/LA/ San Francisco
Position Number (13 Digit): 411-120-4161-xxx	Conflict of Interest Position: <input type="radio"/> NO <input checked="" type="radio"/> YES
RPA Number: #30478	Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m
Employee Name:	Effective Date:

CORE VALUES/MISSION

The California Privacy Protection Agency (CalPrivacy)’s mission is to protect Californians’ consumer privacy. CalPrivacy implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California’s diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

POSITION CONCEPT

Under the general direction of the Chief Privacy Auditor (CEA C), the Privacy Compliance Auditor conducts complex audits and reviews of regulated entities to assess adherence to applicable data protection and privacy laws such as the CCPA and the Delete Act. This position evaluates the entities’ practices related to the collection, use, storage, and disclosure of personal information, identifies compliance risks, and prepared detailed reports with findings and recommendations.

SPECIAL REQUIREMENTS

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

- 40% **Compliance Audits:** Independently plans, scopes, and leads privacy compliance Audits of business subject to regulation under the CCPA. Provide direct management and technical guidance to audit teams, which may comprise of technologists and other auditors, in complex, highly sensitive or confidential audit related tasks. Prepares and/or reviews correspondence with regulated businesses to support compliance audits, including drafting and issuing requests for information, communicating applicable legal and regulatory requirements, and providing clarification regarding documentation. Conducts independent, risk-based audits of entities subject to privacy regulations. Evaluates the regulated entities' internal controls, policies, and procedures governing personal data to determine compliance with statutory and regulatory requirements. Reviews documentation such as privacy notices, consent mechanisms, data inventories, and data sharing agreements to ensure compliance with applicable laws. Gathers and analyzes qualitative and quantitative data from multiple sources including interviews, system walkthroughs, document reviews, and technical demonstrations. Assesses data lifecycle practices, collection processing, retention, and deletion to identify potential violations. Uses analytical tools and methodologies to support findings and conclusions.
- 35% **Report Writing and Guidance:** Collaborates and leads an audit team comprised of attorneys, auditors, and technologist in gathering findings. Prepares clear, concise and well supporting reports detailing the scope, methodology, findings, and recommendations. Documents evidence of compliance or non-compliance and ensures all conclusions are supported by applicable laws and regulations. Provides practical recommendations for corrective action and improved compliance. Drafts formal notices, summaries, and supporting materials for follow-up/corrective actions. Ensure that reports are timely and meet objectives and professional standards. Stays current on changes in privacy legislation, emerging risks, and industry trends to ensure audit reports reflect up to date standards.
- 20% **Risk Assessment, Planning, and On-going Training:** Participates in audit planning activities, identifying high risk sectors, entities, or practices for review. Contributes to the development of audit programs, tools, and methodology to improve efficient and effectiveness. Recommends areas for future audits based on observed trends and risk indicators. Communicates to Division management problems, policies, and other general concerns that could affect the Division. Develops audit report templates and audit procedures to ensure a consistent and explainable agency approach to the regulated community. Assists in the

development on internal training material and exam protocols. May mentor other staff and provide subject matter expertise within the Agency.

MARGINAL FUNCTIONS

5% Perform other duties as assigned based on operational needs, and including required training, ongoing professional development to maintain expertise in data privacy laws and emerging technologies, administrative tasks necessary to develop and conduct compliance audits.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

- Professional office environment.
- Some travel may be required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

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 Health & Safety Analyst.)

Employee Signature Date

Printed Name

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

Supervisor Signature Date

Printed Name