

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

Current

Proposed

| | | |
|---|---|-----------------------------|
| RPA NUMBER 29752 | DGS DIVISION / OFFICE or CLIENT AGENCY Enterprise Technology Solutions | |
| UNIT NAME Privacy Office | HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605 | |
| CIVIL SERVICE CLASSIFICATION Information Technology Specialist I | POSITION NUMBER 306-072-1402-XXX | CBID R01 |
| POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A | WORK WEEK GROUP E |
| WORK SCHEDULE (DAYS / HOURS) Monday-Friday, 8:00am to 5:00pm | TENURE Permanent | |
| WORKING TITLE Privacy Analyst | TIMEBASE Full-Time | |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input type="checkbox"/> Verbal <input type="checkbox"/> Written Proficiency language in: _____ | |
| PROPOSED INCUMBENT (IF KNOWN) | EFFECTIVE DATE | |

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the supervision of the Information Technology (IT) Manager I, Privacy Officer, the IT Specialist I in the Department of General Services, Enterprise Technology Solutions within the Information Security Engineering domain, the IT Specialist I fulfills the duties relating to the administration of the Data Protection Program and the Privacy Program. The individual in this position will work closely with other members of the Privacy team, the Security team, and other stakeholders to ensure the confidentiality, integrity, and availability of the organization's information assets.

SPECIAL REQUIREMENTS Medical Clearance Background Clearance Typing DMV Pull Notice Drug Testing
 Vehicle Home Storage Permit Driver's License and Class (specify below in Description) Certificate (specify below in Description)
 Professional License (specify below in Description) Other (specify below in Description)

Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

| PERCENTAGE | DESCRIPTION |
|------------|--|
| 20% | Supports the day to day administration of the Data Protection Program and Privacy Program; evaluates requirements and business needs relating to information assets and record systems of DGS programs and client agencies; develops and maintains appropriate Data Classification and Data Loss Prevention (DLP) policies and control features; works with ISO, ETS, and various program units/teams to create Microsoft 365 users and groups based on data classification and business needs and assigns policies to specific users. |
| 20% | Provides technical direction, guidance and resolution on projects, activities and initiatives relating to the development and implementation of DLP policies, data classification policies and general privacy requirements into the design, development, configuration or administration of systems, |

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| | applications, or processes; monitors DLP systems and services escalated tickets from the Helpdesk; develops, communicates and implements new or revised processes, policies, and procedures; recommends process enhancements to ensure continuous improvement. |
| 20% | Reviews and analyzes data activity events to protect data in accordance with relevant regulations, contractual commitments, and confidentiality requirements; monitors and responds to events generated by DLP systems that involve the potential loss of data; determines if DLP events are triggered by policy violations; defines response rules in the systems; collects and evaluates event metrics to identify trends and defines/maintains KPIs and metric reporting; logs and reports DLP violations and statistics to management and works with programs to resolve issues with events triggering the DLP alert or violation; conducts periodic audits to determine the level of compliance with privacy and pertinent security policies by running specialized DLP reports and interpreting the findings. |
| 15% | Evaluates potential privacy risks of systems and those associated with third-party vendors and partners through risk assessments and due diligence of privacy practices; assesses contract risk and alignment with departmental privacy policy and regulatory requirements; develops and implements processes for monitoring and mitigating third-party privacy risks; implements privacy-related tasks and activities under the DGS/ISPO third-party risk management program, including due diligence assessments, Privacy Threshold Assessments/Privacy Impact Assessments, risk assessments and ongoing monitoring; collaborates with procurement and legal teams to ensure privacy requirements are included in contracts and agreements with third parties. |
| 15% | As a member of the DGS Security Incident Response Team for handling privacy and security incidents, complete assigned facets of the incident response including conducting interviews, reviewing or drafting reports, analyzing data, preparing breach notification letters, documenting lessons learned, and addressing privacy risks or issues to resolve incidents in a timely manner and identifying needed improvements; provides DLP trigger information for security and privacy incidents; supports or initiates DLP issue remediation activities based on incident investigation and analysis data, including DLP solution vulnerabilities that were exploited; recommends/implements additional controls or corrective action to address the risks identified and inform subsequent response efforts. |
| 5% | Maintains professional and technical knowledge and ensures the continuing development of privacy solutions that are maintainable, extensible, optimized, and secure; conducts and delivers training and awareness campaigns for DGS programs on data privacy and protection; provides DLP training to DGS program areas to ensure data is accurately classified, document labels are correctly and consistently applied, and data is protected from loss. |

MARGINAL FUNCTIONS

| PERCENTAGE | DESCRIPTION |
|------------|---|
| 5% | Perform other duties as assigned by the Privacy Officer, including but not limited to, meetings with professional organizations, researching technology and privacy trends and best practices, and staying updated on privacy-related threats, attack vectors, and tactics techniques and procedures. |

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS Travel (Specify the percentage in the travel box below)

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Will be required to report to the office as needed/required.

DESIRABLE QUALIFICATIONS

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

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE SIGNED |
|---------------|--------------------|-------------|
| | | |

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

| SUPERVISOR NAME | SUPERVISOR SIGNATURE | DATE SIGNED |
|-----------------|----------------------|-------------|
| | | |

| C & P APPROVED BY | DATE SIGNED |
|-------------------|-------------|
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