

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

 Current Proposed

RPA NUMBER 30715	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 St., West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Information Technology Specialist I	POSITION NUMBER 306-072-1402-130	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, 8:00 a.m. to 5:00 p.m.	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 general supervision of the Information Technology (IT) Manager I, Chief Privacy Officer, the IT Specialist I fulfills the duties and responsibilities relating to the implementation and administration of the Privacy Program. The Privacy Analyst will be responsible for privacy coordination efforts, including the review and implementation of Information Technology (IT) privacy and business practices to ensure compliance with the laws, regulations and standards while collaborating with other DGS Divisions and Programs as well as offices and units within Enterprise Technology Services.

**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
25%	Assists in the administration and implementation of the Privacy Program by providing IT consulting services for DGS projects, its customers, and program areas on current and evolving IT business concepts to ensure the collection, use, sharing, and storage of State and DGS information are aligned with privacy best practices and standards. Maintains and updates DGS privacy policies, reviews and makes recommendations on existing department wide privacy policies, performs complex business process analysis of enterprise systems and business areas and contract reviews in order to incorporate privacy principles and requirements in accordance with State and Federal mandates.
30%	Conducts risk assessments, including Privacy Threshold Assessments (PTA), Privacy Impact

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	Assessment (PIA), and Privacy Gap Analysis (PGA) and performs analytical studies on DGS systems and projects in order to identify and mitigate privacy risks and vulnerabilities. Leads information owners, project managers and key stakeholders in conducting and documenting the assessment process, in compliance with the standards and requirements. Engages with privacy stakeholders for feedback in the implementation of controls.
20%	Assists in monitoring and audit activities, including performing or facilitating compliance reviews in accordance with identified gaps and risk assessments; collaborates with business units to mitigate issues and develop corrective action plans; assists in preparing or providing responses to privacy focused internal or external audits.
10%	As a member of the DGS Security Incident Response Team for handling privacy incidents, completes all facets of the incident response, by conducting interviews, drafting reports, data breach notification letters, documenting lessons learned, and addressing privacy risks or issues in order to resolve incidents in a timely manner and from this data, identifies needed improvements in the design, implementation, and daily operations to ensure compliance with privacy policies enterprise-wide.
5%	Leads the development and delivery of privacy training and awareness programs to DGS employees to promote a privacy-conscious culture and ensure uniform understanding of DGS privacy policies. Create and update privacy training materials, including presentations and communication materials. Conduct privacy training to address specific privacy topics and provide guidance to employees.
5%	Provide support to all DGS offices when requests to access or amend personal information or for accounting of disclosures of personal information are received. Review each request and collaborate with the Office of Legal Services to ensure they meet all requirements.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Performs other duties as assigned by the Chief Privacy Officer, including but not limited to, researching technology and privacy trends and best practices, staying updated on the latest privacy-related threats, attack vectors, and tactics techniques and procedures, and developing issue papers, reports, and presentations in order to make recommendations to management within DGS by providing guidance with regards to applying privacy policies and guidelines to ensure compliance requirements are effectively communicated enterprise wide.

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

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

**DESIRABLE QUALIFICATIONS**

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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](mailto: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