



Job Description

Classification: Information Technology Specialist I

Working Title: Information Security Officer

Position Number: 358-110-1402-001

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 Information Technology Specialist I (ITS I) 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

30% Independently manage, maintain, and mature work efforts for (1) Data Classification, (2) Data Loss Prevention, (3) Asset Management and Protection, (4) Risk Assessments, (5) Security Policy, Standard, Process, and Procedure Development.

The work efforts shall align with the Lottery's information security policies, National Institute of Standards and Technology (NIST) Special Publications, Federal Information Processing Standards (FIPS), International Organization for Standardization/International Electrotechnical Commission Standard (ISO) 27001, World Lottery Association (WLA) Security Control Standard, and the Multi-State Lottery Association (MUSL), as applicable. This includes researching, gathering requirements, analyzing, and documenting information security best practices and strategies, and recommending improvements to existing or proposed security controls to enhance the Lottery's security posture. All assessments and recommendations will summarize data and trends, identify gaps in security controls, and illustrate the level of compliance with security and privacy policies and relevant laws and regulations. Continuously update and maintain security requirements, standards, processes, procedures, and policies to ensure compliance.

Provide guidance on information security policies, standards, and industry best practices to peers, executive management, Lottery staff, and contractors to ensure overall integration of the Lottery's Information Security Management System (ISMS) throughout the Lottery. The information must be conveyed in a variety of settings: verbal discussions, via email, participation in security-based meetings, training opportunities, responses to written proposals/contracts, incident reports, risk assessments, and similar documentation, or participation in project management activities.



Job Description

- 30% Responsible for monitoring security advisories and threat intelligence alerts utilizing threat intelligence monitoring tools, providing timely, appropriate response in alignment with the Lottery's Incident Response procedures. Identify, assess, and validate potential threats. Initiate containment, coordinate remediation, and develop prevention activities to protect Lottery systems and data. Duties also include documenting and preparing incident reports and advisory notices and supporting ongoing threat intelligence functions that contribute to the ISO's broader responsibilities, such as incident response, vulnerability management, and the continual improvement of the security program.

Manage the Lottery's information security incident response process by responding to reported information security incidents, conducting interviews with the reporting party, gathering evidence, coordinating remediation and corrective actions, developing security incident reports, and updating the security incident tracking log. Partner with Lottery technical IT administrators to provide forensics and root cause analysis for security incidents. Draft privacy notification letters in accordance with the Information Practices Act of 1977, California Consumer Privacy Act, and California Privacy Rights Act.

- 20% Conduct vendor contract reviews, ensuring there is analysis performed, guaranteeing the appropriate ISO contract terms are applied. Provide recommendations for appropriate contract security requirements based on the scope of work. Document the contract reviews performed, their outcome, and track for historical record-keeping purposes. Review contractors' procurement questionnaires to ensure security compliance when procuring goods and services.

Monitor the ISO and Privacy mailbox, providing a high-level of customer service in response to requests, while actively addressing incident reports.

- 15% Manage the Lottery's information security awareness training program. Coordinate email phishing campaigns, implement periodic security awareness training modules, develop security awareness notifications, develop security awareness campaigns, assign remedial training, and any ad hoc information security awareness initiatives.

B. Marginal Functions

- 5% Perform other job-related duties as required including but not limited to... develop and provide presentations on Information Security and Privacy practices. When directed, act as a backup to ITS I's within the ISO when unavailable. Stay informed of current security threats and industry trends by maintaining appropriate contacts with special-interest groups, specialist security forums, and professional associations.

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.
- B. Administrative Responsibility: The ITS I will complete written reports and oral presentations, incident reports, and other periodic reporting on information security and privacy issues and audits. Additionally, is directly responsible for ensuring the integrity and security of Lottery Information Assets such as paper and electronic data, databases, and computer systems.



Job Description

- C. Supervision Received: The ITS I directly reports to the Information Security & Privacy Manager, while also receiving direction from the Chief Information Security & Enterprise Risk Officer and Lottery Director.
- D. Personal Contacts: The ITS I 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 I 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: 8:00AM to 5:00PM 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: **XXXXXXXXXX**

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.

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 am able to 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.



Job Description

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). Essential duties must be identified in the duty statement directly after the percentage of duties (e.g., 25% (Essential Function) Supervise analytical staff to...) 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. Marginal duties must be identified in the duty statement directly after the percentage of duties (e.g., 5% (Marginal Function) Assist other unit staff with...) 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:

- Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- 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.')
- Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

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

Working Conditions and Requirements: Describe the following:



Job Description

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

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