

POSITION DUTY STATEMENT

DFPI-HR0 203 (Rev. 08-21)



NAME [Employee]	EFFECTIVE DATE [Actual Start Date]
CLASSIFICATION TITLE Information Technology Specialist II	POSITION NUMBER 410-113-1414-201
WORKING TITLE Senior Information Security Officer (SISO)	DIVISION/OFFICE/UNIT/SECTION Information Technology Services Division (ITSD) / Security Unit
BARGAINING UNIT R01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the general direction of the Chief Information Security Officer (CISO), the Senior Information Security Officer (SISO) is responsible for protecting DFPI IT systems from threats using compliance assessments, cybersecurity policies, and investigating cybersecurity threats. The SISO leads the response to privacy and security incidents, develops corrective action plans, and reports to state and federal agencies. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

40% Security Controls (E)

- Oversee, coordinate, and serve as security audit and assessment lead contact
- Maintain business continuity and technology recovery processes and procedures
- Oversee incident response activities and coordinate DFPI staff in recovery and reporting activities
- Serve as the security unit's representative on IT working groups (e.g. patch management, asset management, mobile device management, network access control, data encryption)
- Work with the CISO and other Information Technology Services Division (ITSD) staff to develop security standards related to information technology usage.
- Draft policy and procedure documents, review other staff's drafts, conduct research on compliance standards
- Investigate instances of security policy violations

35% Risk Management and Incident Response (E)

- Monitor department systems for security gaps, risks, and possible upgrades
- Coordinate risk assessments and suggest solutions
- Lead incident response and investigation activities
- Proactively identify and mitigate information security and privacy risks and provide technical expertise and oversight to all DFPI information technology projects and operations.
- Develop and execute remediation plans for vulnerabilities and report outcomes

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15% Information Security Project Management (E)

- Assist project managers with research on security topics
- Represent the Security Unit during project meetings to address security concerns
- Research security matters related to procurement of prospective software and service solutions
- Participate in strategic planning advisory teams, business process review and development efforts, and Department-related committees and working groups
- Perform special projects related to security and privacy and consult with other DFPI units to provide expertise on related subject matters, including review of contracts and application code to ensure compliance with security standards.
- Stay current on the evolving threat landscape, as well as emerging security technologies, trends, and best practices.
- Participate in seminars, training courses, and workshops related to information security.

5% Administrative Functions (M)

- Serve as a backup to the Chief Information Security Officer and oversee daily operations of the security unit in their absence

5% Miscellaneous (M)

- Perform other related duties as required

B. Supervision Received

The Senior Information Security Officer reports directly to and receives assignments from the CISO. Direction and clarification on tasks will occasionally come from the DFPI's CIO, the Senior Security Operations Specialist, the BCSH Agency Information Security Officer, and the California Dept of Technology's Office of Information Security (OIS).

C. Supervision Exercised

Non-supervisory position. Occasional general direction of ITS I and II members of the Security Unit and overseeing operations in the Chief Information Security Officer's absence.

D. Administrative Responsibility

None

E. Personal Contacts

The Senior Information Security Officer represents the Security Unit when communicating with internal stakeholders and the DFPI when communicating with external stakeholders.

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Stakeholders include DFPI executive staff, DFPI peers and management, state control agencies, state and federal auditors, other Information Security Officers, California Highway Patrol, and law enforcement agencies.

F. Actions and Consequences

The actions of the incumbent have a direct impact on the confidentiality, integrity, and availability of departmental assets and data and all work activity should be conducted with the aim of improving the strength of the Department's security and the protection of the consumers we serve.

All DFPI employees are expected to conduct themselves in a professional manner, demonstrating respect for others they encounter during work-related activities and any time they represent the Department. Additionally, all employees are responsible for promoting a safe and secure workplace, free from discrimination, harassment, and inappropriate conduct.

Failure to uphold these standards may cause financial harm to California consumers, exposure of sensitive consumer data, loss of time in correcting errors, and reputational harm to the Department.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control.

The use of a personal computer, telephone, copier, and shredding machine is essential to the duties of this position. The position requires typing and mouse use, sitting and standing consistent with office work, light lifting of no more than 25 lbs., and occasional use of stairs.

H. Other Information

Exercise good judgment in decision-making, protect the confidentiality of consumer and department data, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. Employees must work well with others under changing priorities and work irregular hours when workload dictates.

Regular attendance and punctuality are essential. Possess good written and verbal communication skills. The incumbent may be required to travel infrequently to other DFPI facilities (Sacramento, San Francisco, Los Angeles, and San Diego) by various methods of transportation.

CONFLICT OF INTEREST

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This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

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

Employee’s Printed Name, Classification

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

Supervisor’s Printed Name, Classification