



Job Description

Classification: Information Technology Specialist II

Working Title: Senior Information Security Officer

Position Number: 358-110-1414-004

Division/Unit: Executive/Information Security Office

Assigned Headquarters: CA Lottery Headquarters - Sacramento

Position Eligible for Telework (Yes/No): Yes

Job Description Summary:

Under the general direction of the California State Lottery's Information Security & Privacy Manager, the Information Technology Specialist II (ITS II) 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.

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A. Essential Functions

30% Proactively provide expert level consultation in the identification, management, and maintenance of Information Security and Privacy efforts related to the Lottery's: Security Risk Management and Vulnerability Remediation; Security Policy and Procedure Development; Security Framework Compliance Auditing; Asset Management and Protection; Security Operations Management; Access Control; Information Security Incident Management; Disaster Recovery Management; Physical and Environmental Security; Information Systems Acquisition, Development and Maintenance.

Perform assessments to ensure Lottery's compliance with regulations such as the International Organization for Standardization/International Electrotechnical Commission standard number 27001, World Lottery Association (WLA), Multi-State Lottery Association (MUSL), and various adopted information security frameworks as well as the Lottery's Information Security & Privacy policies, procedures, and standards. Research existing Lottery security controls to evaluate for accuracy and effectiveness. Recommend and implement mitigation strategies and lead risk mitigation activities. meetings, training opportunities, responses to written proposals/contracts, incident reports, risk assessments, and similar documentation, or participation in project management activities.

25% Provide expert level consultation related to the subject area of information security for projects in internal and external meetings, providing the highest level of expertise on policy and compliance of information security discipline, virus detection, patch and vulnerability management, security risk identification, risk remediation, and hacking methodologies. Lead technical discussions on potential security risks. Review projects, processes, and procedures during various phases of development to assure compliance with security policies and serve as the subject matter expert in the overall integration process with the Lottery's Information Security Management System (ISMS).



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Responsible for expert level research, requirements gathering, analysis, and documentation of information security best practices and strategies and make appropriate security control recommendations. Maintain a proficient level of knowledge of the gaming system architecture and security design to oversee and ensure its security. Identify and respond to changes of the gaming system that may jeopardize the security of the gaming system. Perform expert level analysis on Lottery system security logs and statistics to identify, document and conduct risk assessments. Develop mitigation plans and/or identify compensating controls.

20% Proactively provide expert level consultation in the identification, management, and maintenance of the Lottery's vulnerability and patch management program analyzing security advisories and threat intelligence alerts while providing recommendations for remediation ensuring compliance with the Lottery's Information Security & Privacy policies. Serve as the expert on industry topics relating to information security and privacy. Provide security solutions and ensure the organization's compliance with security and privacy policies and relevant laws and regulations. Take the lead providing information security and privacy recommendations for projects, compliance auditing and confidential investigations.

10% Understand and improve upon the Lottery infrastructure and technology solutions to align with industry best security practices. Provide expert level analytical skills to identify gaps in primary and complimentary security controls and architect solutions to mitigate those gaps. Research and develop information security standards that are in alignment with ISO policies and Lottery business strategy.

Provide regular updates to the Information Security & Privacy Manager, Chief Information Security and Enterprise Risk Officer, and the Information Security Committee on the current state of Lottery's technology environment including, but not limited to, Lottery owned systems, outsourced systems, cloud-based systems, and solution provider systems. Partner with the Information Technology Services Division (ITSD) to ensure a collaborative environment that supports Lottery business strategy and governance. Answer technical and procedural questions to groups throughout the Lottery. Teach improved processes and provide expert level consultation to business units on security and risk management concepts and techniques.

Monitor the Information Security Office and Privacy Office mailbox, providing a high-level of customer service in response to requests, while actively addressing incident reports. Review Lottery contracts and service agreements and recommend the appropriate level of information security language.

10% Partner with ITSD to provide forensics and root cause analysis for security incidents; maintain a high level of professional knowledge to serve as an expert witness. Work with ITSD to update security systems by monitoring the security environment using customized and automated monitoring solutions such as enterprise-wide log management with ad-hoc reporting and querying. Identify security gaps, evaluate, and implement security enhancements. Prepare system security reports by collecting, analyzing, and summarizing data and trends.

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 the



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Information Security & Privacy Office Manager when needed. Keep informed of current security threats and industry trends.

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 ineffective management of the ISMS.
- B. Administrative Responsibility: The ITS II will complete written reports, oral presentations, and other periodic reporting on information security and privacy issues and audits. Additionally, is directly responsible to ensure the integrity and security of Lottery Information Assets such as paper and electronic data, databases, and computer systems.
- C. Supervision Received: The ITS II receives general direction from the Information Security & Privacy Manager, while also receiving directions from the Chief Information Security and Enterprise Risk Officer and Lottery Director.
- D. Personal Contacts: The ITS II 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 II 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.



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- 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.

Employee Signature

Printed Name

Date



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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:



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

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