Classification: Information Technology Specialist I

Working Title: Information Security Officer

Position Number: 358-110-1402-002

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.

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.

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:

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.

Employee Signature	Printed Name	Date