State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☐ CURRENT ☒ PROPOSED
DATE LAST REVIEWED: October 1, 2026	INFORMATION TECHNOLOGY DIVISION	INFORMATION SECURITY OFFICE	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
INFORMATION TECHNOLOGY MANAGER I		576-144-1405-001

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
SACRAMENTO	MONDAY-FRIDAY 8:00am – 5:00pm	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	Yes	2	R17

Under general direction of the Information Technology Manager II, the ITM I leads CalVet's Information Security Office (ISO) and serves as the agency's AI Cybersecurity Officer. This position is responsible for enterprise security management, policy, and procedures; RRPOAM ownership; compliance, and risk assessments; and metrics and reporting (e.g., Cal CSIRS). The ITM I provides strategic direction, manages ISO staff, and coordinates closely with Enterprise Infrastructure to ensure statewide alignment with SAM/SIMM and Cal-Secure guidance. In addition, the ITM I oversees coordination on AI-related cybersecurity preparedness, planning, and incident response. This includes establishing governance for safe and responsible use of artificial intelligence systems; developing and maintaining AI security policies and controls; assessing AI-specific risks and vulnerabilities; ensuring AI technologies comply with security requirements; and leading agency response efforts.

Domain: Security Governance, Policy & Compliance Management, Risk, Metrics & Enterprise Reporting, AI & Cybersecurity Preparedness, Governance & Incident Response

% of time performing duties	ESSENTIAL FUNCTIONS
25%	Governance Leadership & AI Cybersecurity Strategy Provide strategic leadership for CalVet's information security programs, ensuring alignment with SAM/SIMM, Cal-Secure, and statewide AI governance. Develop and maintain security and AI-security policies, standards, and governance frameworks. Guide responsible AI adoption, oversee AI-related risk identification, and support preparedness and response for AI-driven cybersecurity threats.
25%	Enterprise Policy, Procedures, and Planning Manage security policies, procedures and plans. Coordinate policy reviews, updates, and approvals across leadership and stakeholder groups, ensuring clear, actionable guidance and consistent implementation. Lead enterprise planning for security and AI-related initiatives, integrating governance expectations, operational needs, and strategic priorities into practical, repeatable processes.
25%	Compliance and Risk Management Responsible for CalVet's information security risk program. Submission of its RR/POAM. Coordinate audits and assessments. Oversee the facilitation of compliance submissions.
20%	Staff Management & Workforce Development Plan, organize, and direct the work of ISO staff; set goals and performance expectations; manage hiring, onboarding, training, and professional development; and promote a culture of accountability and inclusion.
	NON-ESSENTIAL FUNCTIONS
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
	OTHER

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.			X		
SITTING: Work station; meetings; training.					X
STANDING: Copy documents; review records.			X		
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use a mouse; retrieve documents from printer.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			

OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

CONFLICT OF INTEREST (if applicable):

☒ Conflict of Interest Filing (Form 700) required ☐ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**