

Classification Title: Associate Governmental Program Analyst	Branch/Division/Bureau: Legal Division
Working Title: Data Broker Analyst - Legal Division - Telework Option	Office/Unit/Section/Geographic Location: Sacramento/LA/SF
Position Number (13 Digit): 411-160-5393-XXX	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA Number: # 26905	Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m
Employee Name:	Effective Date:

CORE VALUES/MISSION

The California Privacy Protection Agency (CPPA)'s mission is to protect Californians' consumer privacy. The CPPA implements and enforces the California Consumer Privacy Act (CCPA). Its responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

POSITION CONCEPT

Under the direction of the Staff Services Manager I, and in coordination with attorneys in the Legal Division, the AGPA will serve as the primary point of contact for the Data Broker Unit; perform administrative, procedural, and policy analysis; and provide, legal and policy analysis, services, and advice through the promulgation of regulations, legal opinions, and related work for the Legal Division. The AGPA assists the Legal Division with the implementation of SB 362, the law governing data broker registration and the accessible deletion mechanism that was passed in 2023, (Civ. Code, §§ 1798.99.80-1798.99.89.) The AGPA engages on supporting all pieces of the Data Broker Registry (DBR), the accessible deletion mechanism (known as the delete request and opt-out platform or the DROP), and other aspects of SB 362, including helping to build the new unit. The AGPA assists in the creation and/or maintenance of the internet website where specified information provided by data brokers is accessible to the public, the Data Brokers' Registry Fund, the accessible deletion mechanism, all inbound communications for the Data Broker Unit, and other aspects of SB 362.

SPECIAL REQUIREMENTS

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 appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS DUTY STATEMENT

ADM-002

(Rev. 2/2024)

ESSENTIAL FUNCTIONS

- 40% Data Broker Registry: Develop, monitor, and implement internal procedures for the Data Broker Registry (DBR). Analyze, monitor, audit, and update data within registry in order to maintain current and accurate information to ensure that the public is informed about the data broker industry. Serve as lead support for the implementation of SB 362 and other data broker laws. Assist in the maintenance of the Data Broker Registry by generating differential reports, researching and classifying information within the database, and creating and presenting summaries and graphs of reports.
- 30% DROP: Assist with the proper build, migration, and functionality of Data Broker Unit platforms. Assist in the building and maintaining of the DROP, a new tech platform that allows consumers to request the deletion of their data from businesses that meet the definition of data broker. Consult with the IT division, CDT, and contracted software engineers to complete special projects, including assisting in the migration to the DBR platform. Maintain current working knowledge in Agency platforms to develop and update internal operating procedures.
- 15% Records: Develop, monitor, and implement systems to manage and organize data coming into the Data Broker Unit, including the collection and review of public comments, drafts of regulations, responses to inbound communication for the unit, and the organization and maintenance of rulemaking files. Coordinate with division and Agency staff, internal and external organizations, and State of California vendors as necessary. Create and maintain Agency forms for data broker industry. Support all rulemaking processes and procedures related to the Accessible Deletion Mechanism, the Data Brokers' Registry, and other rulemakings by maintaining and responding to inbound inquiries, updating relevant lists and data summaries, and other relevant tasks.
- 10% Data Broker Unit Coordination and Internal Procedures: Develop, design, implement, and monitor procedures and systems needed for activities, meetings and events, and rulemaking proceedings. Collect and analyze information and prepare reports on data broker unit activities, inbound communications program statistics, operations, and assist with responses to information requests, including requests for information under the Public Records Act. Complete other administrative tasks required for Agency staff.

MARGINAL FUNCTIONS

- 5% Public Engagement: Assist with outreach and consumer and business education, contracts, and procurement. Monitor and respond to the inbox's maintained by the data broker unit (particularly in the databrokers@cpha.ca.gov inbox), including answering questions, and responding to data brokers, consumers, representatives, and other industry stakeholders.

WORK ENVIRONMENT OR PHYSICAL ABILITIES

ESSENTIAL FUNCTIONS DUTY STATEMENT

ADM-002

(Rev. 2/2024)

- Professional office environment.
- Some travel may be required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.
- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

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

Printed Name

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

Printed Name