

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 23439	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Information Security Office-West Sacramento	REPORTING LOCATION 707 3rd Street, Third Floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday-Friday/ 8:00 a.m.-5:00 p.m.	POSITION NUMBER 306-072-1405-010	CBID M01
CLASS TITLE Information Technology Manager I	WORKING TITLE Privacy Program Officer	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

**POSITION CONCEPT**

Under the general direction of the Chief Information Officer (CIO), the IT Manager I, within the Information Security Engineering domain, as the DGS Privacy Officer, leads, plans, directs, and implements DGS' privacy program and ensures the appropriate collection, use, and disclosure of personal information in accordance with federal and state laws and policies. This position acts as a consultant on privacy impact for departmental programs, systems, processes, and initiatives to ensure federal and state privacy compliance requirements are met throughout the System Development Life Cycle.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**Conflict of Interest**

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**

PERCENTAGE	DESCRIPTION
30%	Provides leadership and direction for an enterprise-wide privacy program, including the development and administration of privacy plans, policies, procedures, and standards, oversees the DGS' data protections strategy and system implementations by providing oversight on all phases of Project Approval Lifecycle (PAL) process and Systems Development Lifecycle (SDLC), including the development of Privacy Threshold Assessments and Privacy Impact Assessments on new and existing systems and any procurements, forms or contracts involving the use and access to DGS assets including personal information, monitors security and privacy related federal, state, and industry regulations for impact to DGS in order to comply with privacy laws and state policy requirements to ensure the proper processing of personal information.
25%	Collaborates with DGS Information Security Officer for privacy incident response activities, including but not limited to, investigating privacy breaches, sending breach notification letters to impacted individuals in accordance with federal and state laws, preparing statistical reports on departmental privacy incidents by establishing and managing a process for receiving, tracking, investigating, and taking action on privacy-related complaints regarding the department, represents DGS regarding privacy audits by external entities (e.g. California Office of Health Information Integrity, California

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 Current Proposed**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
	Department of Technology Office of Information Security, etc.) and collaborates with the DGS Information Security Office on the content of the DGS Security and Privacy Awareness training for all staff and contractors in order to properly educate on their responsibilities to ensure the appropriate handling of personal information.
20%	Provides direction and guidance on Privacy Gap Analysis, conducts presentations by providing recommendations to Programs and ETS management regarding privacy impact of proposed programs and systems in order to provide required published statements of DGS' privacy practices on departmental website to ensure all forms, both paper and electronic are used to collect personal information.
20%	Mentors staff by providing support and feedback utilizing performance monitoring tools such as probationary reports and individual development plans in order to promote opportunities for advancement, increase staff performance and to ensure the retention of qualified employees.
5%	Provides privacy oversight and collaborates with other program areas in order to address privacy requirements when planning or updating any program, system, process, or initiative that involves personal information, testify on behalf of the department on privacy-related matters to ensure compliance with State Administrative Manual (SAM) and Statewide Health Information Policy Manual (SHIPM), including all reporting obligations.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This position is eligible for telework up to five (5) days a week, in accordance with DGS's Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

Professional office environment. Occasional travel may be required. Some evening and weekend work may be necessary.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED