



PR LOG #:

DUTY STATEMENT

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|--|-----|---------------------------|---------------------------------------|-------------------------------------|--------------------|
| CIVIL SERVICE CLASSIFICATION | | | | WORKING TITLE | |
| Information Technology Manager I | | | | Chief Information Security Officer | |
| BRANCH | | | | | |
| Information Technology Branch | | | | | |
| DIVISION | | | OFFICE | | |
| Technology Services Division | | | Information Security & Privacy Office | | |
| CBID | WWG | PCN | POSITION NUMBER | SPECIFIC LOCATION (CITY) | |
| M01 | E | 0115 | 174-291-1405-007 | Sacramento | |
| PROBATIONARY PERIOD | | TENURE | | TIME BASE | BILINGUAL POSITION |
| 12 Months | | Permanent | | Full-Time | No |
| TELEWORK OPTION | | SAFETY SENSITIVE POSITION | | CONFLICT OF INTEREST CLASSIFICATION | |
| Remote-centered | | No | | Yes | |
| DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES | | | | | |
| <p>Under the general direction of the director of the Technology Services Division, the Information Technology Manager I serves as the Chief Information Security Officer for the California Department of Education (CDE). The position is responsible for managing the staff in the Information Security & Privacy Office (ISPO). The ISPO is responsible for the CDE's information security program, including but not limited to, ensuring compliance with CDE and State security policies, identifying and remediating security gaps, and coordinating incident response and disaster recovery.</p> | | | | | |
| CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS | | | | | |
| <p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p> | | | | | |
| SUPERVISION BY | | | | | |
| <p>This position is supervised by the director of the Technology Services Division.</p> | | | | | |
| SUPERVISORY RESPONSIBILITIES | | | | | |
| <p>This position provides direct supervision to the staff members of the Information Security & Privacy Office.</p> | | | | | |
| WORKING CONDITIONS AND PHYSICAL REQUIREMENTS | | | | | |
| <p>When in the office the work will be in cubicles under artificial lighting. Ability to lift and carry work materials (laptop, mouse, etc) as needed. When working remotely they must have at least the minimum Department standards for internet connectivity and bandwidth and the ability to conduct and participate in meetings with a web camera as needed, and space to effectively work.</p> | | | | | |

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

ISPO Management, Leadership and Coordination

- Provides leadership, direction, and management for personnel in the ISPO.
- Performs personnel-related duties such as staff recruitment, performance, evaluation, training, and corrective actions.
- Leads the coordination for implementing CDE's information security program, including the selection and operation of security-related products and services.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Information Security Technical Monitoring and Incident Response

- Ensures the ISPO is proactively monitoring information security-related products and services for signs of potential suspicious or malicious activity at CDE headquarters and remote sites and takes appropriate remediation steps if necessary.
- Ensures the ISPO is providing immediate response to all alerts from information security-related products and services, and coordinates the potential problem evaluation, and proper remediation steps.
- Develops, maintains, and organizes regularly testing of the CDE's incident response and disaster recovery plans.

Relative % of Time Required: Essential Function Non-Essential Function

Duties Performed

Information Security Compliance

- Ensures the CDE's information security program follows California state security and privacy standards, policies, and procedures as documented in the State Administrative Manual (SAM 5300) and State Information Management Manual (SIMM 5300).
- Serves as the primary CDE contact for security and privacy program audits and assessments conducted by California state oversight agencies and third-party contractors. Reviews findings and develops corrective action plans to address any non-compliance issues documented in the reports.
- Ensures timely communication with CDE executive management regarding information security and privacy issues, risks, and compliance.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

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PERSONAL CONTACTS

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EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

| EMPLOYEE NAME | EMPLOYEE SIGNATURE | DATE |
|---------------|--------------------|------|
| | | |

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

| MANAGER/SUPERVISOR NAME | MANAGER/SUPERVISOR SIGNATURE | DATE |
|-------------------------|------------------------------|------|
| | | |

| HRD C&P ANALYST | HRD APPROVAL DATE | EFFECTIVE DATE | DATE UPLOADED |
|-----------------|-------------------|----------------|---------------|
| | | | |

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor