

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Information Technology Manager I	<i>Privacy Officer</i>
NAME OF INCUMBENT:	POSITION NUMBER:
	280-390-1405-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Privacy Oversight Group	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Cybersecurity Division	Information Technology Manager II
BRANCH:	REVISION DATE:
Information Technology	3/19/2024
Duties Based on: <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: <input type="checkbox"/> Conflict of Interest Filing (Form 700) Required <input type="checkbox"/> Call Center/Counter Environment <input type="checkbox"/> May be Required to Work in Multiple Locations <input type="checkbox"/> Requires Fingerprinting & Background Check <input type="checkbox"/> Requires DMV Pull Notice <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) <input type="checkbox"/> Travel May be Required <input type="checkbox"/> Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) May be required to move certain equipment.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	
Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.) <input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering	
<p>Under the general direction of the Information Technology Manager II, the Privacy Officer (PO) will develop, manage and maintain EDD's Privacy Program, including but not limited to, daily operations, development, implementation, and maintenance of policies, standards, forms, and procedures. Monitoring program performance, investigation and tracking of privacy events, and ensuring compliance with federal and state laws. The PO is charged with building a privacy strategic alignment plan and implementing a comprehensive privacy program that defines, develops, and maintains policy and processes that enable consistent and effective privacy best practices, privacy by design, including maintaining confidentiality and integrity of sensitive and confidential information in all forms. The PO performs difficult and complex analyses related to the department and prepares comprehensive briefings to various lines of business within the EDD. Oversees</p>	

projects to identify and mitigate privacy risks, remediate vulnerabilities, and enhance privacy protection. The PO is responsible for developing, reviewing and implementing the most complex and critical privacy controls to ensure EDD complies with privacy and security laws and regulations. The PO serves in a leadership role for privacy compliance as the highest-level advisor to the Cybersecurity Division (CSD) leadership team on laws, regulations and best practices for departmental privacy, and security matters EDD-wide. The PO plans, organizes, directs and monitors performance of the Disclosure, Privacy, and Litigation Support and eDiscovery Groups. Responsibilities include a full range of administrative and functional management activities.

Percentage of Duties	Essential Functions
40%	<p>Manages the Privacy program operations by:</p> <ul style="list-style-type: none"> • Establishing and implementing Privacy program policies, standards, forms and procedures. Applies proficient knowledge of current and evolving business concepts to set policy that ensures the collection, use, sharing, and storage of EDD’s personally identifiable and sensitive information are aligned with applicable laws, and privacy best practices. • Evaluates the impact of current and proposed privacy and security laws, rules and legislation. Determines if new/revised laws or requirements may require changes in departmental policy or procedures. • Serves as a privacy expert leading a team that performs privacy risk analyses and provides recommendations to the CSD Leadership, and on occasion, Executive Leadership team on federal and state laws, regulations, policies, and procedures related to the protection of confidential and sensitive information, including Federal Tax Information (FTI). • Oversees e-Discovery services in support of the Legal Office, Human Resource Services Division, and the Investigation Division, including Litigation holds, Public Records Act request, subpoenas, search warrants, and internal investigations.
20%	<p>Ensures privacy by design by:</p> <ul style="list-style-type: none"> • Overseeing privacy threshold and impact assessments, conducts privacy focused analytical studies on the most complex EDD systems that collect, process, transmit, or store personally identifiable information in order to identify and mitigate potential privacy risks. • Researches and stays abreast of emerging technologies and develops new methods and innovative solutions to protect EDD data and address related privacy challenges throughout the department. • Acts as the expert privacy consultant in the review and development of Third Party Requests, Data Sharing Agreements, Budget Change Proposals, Issue Position Papers and contract reviews to ensure compliance with EDD policy, standards and industry best practices. • Conducts ongoing privacy focused awareness campaigns for the department’s workforce including creating privacy displays, presentations, handouts, posters, and

20%	<p>other training materials to educate the department on proper privacy protection strategies.</p> <ul style="list-style-type: none">• Works with different program areas to identify privacy risks, develops appropriate mitigation plans, and oversees the successful implementation and ongoing execution. <p>Performs management activities including:</p> <ul style="list-style-type: none">• Develops action plans to accomplish CSD goals and objectives in accordance with organizational mission and strategic goal, supports and advocates for management’s philosophy, policies, and procedures.• Evaluates staff on completion of their responsibilities; develops and updates duty statements as needed, establishes performance expectations, completes individual development plans annually and probationary reports on a timely basis, and other performance management activities including adherence to the State’s progressive discipline policy involving taking corrective or disciplinary action as necessary.• Makes informed and defensible administrative and personnel management decisions in accordance with department and state policies, personnel-related laws, rules established by the EDD Human Resources Services Division administrative processes and procedures, and collective bargaining agreements.• Ensures staff comply with all EDD policies, office standard operating procedures, and protocols. Encourages unit team building, facilitates cross training and promotes continuous improvement of processes. Implements motivation techniques, promotes training, and creates a positive climate for change. Fosters methods of creative decision-making and problem solving and provides continuous feedback to managers.• Prepares written documents to provide information and/or direction on issues related to departmental programs and services such as amendments for legislation, department position letters on legislative bills, and other legal correspondence. Analyzes correspondence, researches, and gathers information to draft response memos and letters from the CSD Division Chief and Privacy and integrated risk management section chief. Attends various stakeholder meetings on operations and/or policies with privacy impact and performs other miscellaneous administrative tasks.
15%	<p>Privacy Incident Handling</p> <ul style="list-style-type: none">• Acts as Privacy Incident Manager on data breach related Incident Response Teams and collectively determines the appropriate response. Coordinates required incident reporting to EDD executive management, State Office of Information Security and Federal control agencies.• Works collaboratively with the various lines of business in establishing an ongoing process to track, investigate, and report inappropriate access and disclosure of confidential or sensitive information and consumer privacy complaints. Monitors patterns of inappropriate access and/or disclosure of protected information.• Manages required data breach determination, documentation and notification processes under applicable federal and state breach notification rules. Independently analyzes incident data and develops EDD wide reports, performance measures, and trend analysis.²⁰

Percentage of Duties	Marginal Functions	
5%	Performs other duties as assigned.	
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>		
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%	
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment	
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%	
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%	
Other: <i>Click here to enter text.</i>		
Type of Environment: <input checked="" type="checkbox"/> High Rise <input type="checkbox"/> Cubicle <input type="checkbox"/> Warehouse <input type="checkbox"/> Outdoors <input type="checkbox"/> Other:		
Interaction with Customers: <input type="checkbox"/> Required to work in the lobby <input type="checkbox"/> Required to work at a public counter <input checked="" type="checkbox"/> Required to assist customers on the phone <input checked="" type="checkbox"/> Required to assist customers in person <input type="checkbox"/> Other:		
5. SUPERVISION EXERCISED: <i>(List total per each classification of staff)</i>		
Directly – (x1) IT Supervisor II; (x1) IT Specialist II; (x3) IT Specialist Is; (x4) IT Associates; Indirectly – (x1) IT Specialist I; (x5) IT Associate; and (x1) IT Technician		
6. SIGNATURES		
Employee's Statement: <i>I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.</i>		
Employee's Name:		
Employee's Signature:	Date:	
Supervisor's Statement: <i>I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.</i>		
Supervisor's Name:		
Supervisor's Signature:	Date:	
7. HRSD USE ONLY		
Classification and Pay Unit (CPU) Approval		
<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	CPU Analyst Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.	LA	4/19/2024
Reasonable Accommodation Unit use ONLY <i>(completed after appointment, if needed)</i> <i>If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.</i> List any Reasonable Accommodations made:		

Civil Service Classification
Information Technology Manager I

Position Number
280-390-1405-xxx

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file