



OFFICE OF THE INSPECTOR GENERAL
Chief Information Security Officer
Information Technology Manager I

Duty Statement

Classification Information Technology Manager I	Working Title IT Manager/Chief Information Security Officer
Office/Unit/Section Information Technology Unit	Team Data, QA, Security
Region/Geographic Location Headquarters /Sacramento	Position Number 297-001-1405-001
Incumbent VACANT	Effective Date

SECTION A: GENERAL DESCRIPTION

Under the administrative direction of the Chief Information Officer (CIO), the Information Technology Manager I (ITM I) serves as the Office of the Inspector General (OIG) Chief Information Security Officer (CISO) and provides leadership and direction to the Information Technology Unit's Data, Quality Assurance (QA), and Security teams. The ITM I plans, organizes, and directs policy, standards, and policy compliance activities for work performed by these teams which includes, but is not limited to; performing data analysis and generating meaningful insights; design and develop interactive dashboards, reports, and visualizations that effectively communicate key findings to stakeholders; apply data visualization best practices to create visually appealing and informative representations of data; work with the OIG webmaster to publish visualizations to the website; software, hardware and infrastructure security controls, quality controls, quality assurance, security compliance assessments, gathering security requirements, monitoring legislation, providing advice and consultation services on information security policy matters, managing the security awareness training programs. The ITM I is responsible for managing the technology projects and/or contacts of the Data, QA, and Security Teams; day-to-day supervision of subordinate staff; and contributes to the customer-focused services provided by the ITU by developing positive and professional relationships with all OIG management and staff. managing technology projects

SECTION B: SPECIFIC ASSIGNMENTS (w/ESSENTIAL (E) and MARGINAL (M) FUNCTIONS)

45%	(E) – Manages daily work of subordinate IT staff including, but not limited to; assign projects, participate in recruitment efforts for new staff, onboard and provide training, monitor performance, support employee growth, review performance of and promote and/or discipline individual contributor staff assigned to the Data, QA, and Security Teams as appropriate. Develops performance metrics; performs budgeting, policy formulation, and resource management; and establishes software service levels.
35%	(E) – Plans, organizes, and directs staff assigned to the Data, QA, and Security teams. Responsible for the research, selection, installation, configuration, and maintenance of full-stack cloud web applications, on premise and on the cloud. Works with the Enterprise Application Architect to ensure maintenance and management of software, design of software, security of software, software services, functional requirements, non-functional requirements, formulates application project management strategy, policy, and governance; assesses the feasibility of proposed software projects; ensures enterprise software quality, strategies and management plans are documented and maintained.
15%	(E) – Oversees and leads information infrastructure (servers, network, software) security audits, and assessments, ensuring that they remain within scope and are submitted on schedule; provides direction, evaluation, and advocacy on audit responses to minimize risks and optimize the agency’s security posture; promotes compliance with applicable security regulations and standards; develops and delivers security awareness training programs to educate the organization's employees on information DevOps best practices. Oversees and leads the enterprise architecture team to ensure alignment between business, technical, and DevOps needs. Additionally, engage with IT management to synchronize the current technical infrastructure and skill sets with future architectural demands.
5%	(M) – Performs other duties as assigned, maintains on call status for after-hours and weekend support when needed.

SECTION C: SUPERVISION RECEIVED

The Information Technology Manager I is supervised by the Chief Information Officer, Information Technology Manager II.

SECTION D: SUPERVISION EXERCISED

The Information Technology Manager I supervises information technology staff, contract personnel, and student assistants on the Infrastructure, Help Desk and DevOps teams.

SECTION E: OTHER INFORMATION

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to OIG management needs. The individual occupying this position has access to confidential or sensitive information and is expected to always maintain the privacy and confidentiality of such information.

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.)

_____	_____
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 & Classification	

Office of the Inspector General
Information Technology Manager I – Chief Information Security Officer
Information Technology Unit