



Job Description

Classification: Information Technology Manager I

Working Title: Cybersecurity & Engineering Manager

Position Number: 358-519-1405-001

Division/Unit: Information Technology Services Division / Cybersecurity & Engineering

Assigned Headquarters: Sacramento Headquarters

Position Eligible for Telework (Yes/No): Yes

Job Description Summary

Under general direction of the Information Technology Services Division (ITSD), Chief Technology Officer and Information Technology (IT) Manager II, the Cybersecurity & Engineering IT Manager I is responsible for planning, organizing, and directing the work of the California State Lottery (Lottery) Cybersecurity & Engineering unit. The incumbent has full management responsibility for cybersecurity and engineering services, such as engineering and implementing technical security controls; administrating and supporting security tools/platforms; monitoring and investigating security events and anomalies; performing technical security tests and assessments; and providing technical and operational support for the Lottery's physical security systems and devices. The duties for this position are focused in the Business Technology Management, Information Security Engineering, Information Technology Project Management, and System Engineering domains; however, work may be assigned in other domains as needed.

Essential Functions

- 35% In a managerial role the incumbent is responsible for managing the Cybersecurity & Engineering unit and for the supervision of several Information Technology Specialist (ITS I and II) staff and one Cybersecurity & Engineering Supervisor (IT Sup II). Provides direction and guidance for the development and maturity of the cybersecurity program, critical review and feedback regarding policy and legislation analysis and recommendations. Directs the centralized management of the processes, methods, and technologies used by cybersecurity resources to oversee and monitor the organizations security controls, systems, and supporting technical infrastructure. Works collaboratively with the Information Security Office (ISO), Emergency Management & Physical Security (EMPS), and ITSD technical teams to develop forward-looking security strategies, plans, and roadmaps for the implementation and optimal use of new security technologies that reduce security risks to organizations systems and environments to better meet business goals and objectives. Sets the priority and direction of information technology security initiatives and efforts to ensure the successful implementation and positive outcomes.
- 30% In a management capacity the incumbent is responsible for the quality, oversight, and support of the Cybersecurity & Engineering unit and the management of key security systems and technical infrastructure, as well as the operation of security-related tools used to protect the integrity, confidentiality, and availability of Lottery data and technology assets. Responsible for design, development, integration, and implementation of security controls, systems, and supporting technical infrastructure. Manages and communicates the organizations security risk profile, which includes detected vulnerabilities, emerging security threats, and changes to systems and environments. Identifies and reports security policy and standards compliance issues for appropriate enforcement actions. Manages technical operation of the Lottery's physical security systems. Oversees security monitoring of the organizations technical environments and systems; leads security-related investigations; and participates in security audits. Directs technical security assessments of the organizations systems and environments and oversees the analysis of current technology environments to detect critical security gaps and deficiencies.



Job Description

Leads the creation, use, and evolution of the organization's security architecture. Oversees security architecture requirements definition, model development, and creation of other architectural artifacts that support the planning of current and future innovative security solutions. Works collaboratively with other technical areas, business areas, subject matter experts, and internal/external stakeholders define and develop future-state enterprise security architectures. Directs or leads the development of high-level migration plans and roadmaps to address gaps between the current and future-state architectures. Assesses change initiatives and their proposed solutions for alignment to security strategy and impact on current and future-state security architectures.

Oversees the research, introduction, and adoption of critical security technologies and solutions that support the organizations strategic goals and objectives. Reviews new solutions, as well as applications, systems, and environment changes to verify compliance with information security policy, security architecture, and technical and security standards. Identifies opportunities for re-use and/or sharing of existing architecture and solution assets to ensure the integrity and availability of the operational systems and other enterprise technology services. Oversees the review of proposed solutions, applications, systems, and environment changes to verify compliance with information security policy, security architecture standards, and re-use sharing opportunities. Responsible for ensuring the integrity and availability of the organizations operational systems and other technology services.

- 20% Regularly meets with staff, and monitors, evaluates, documents, and reports on staff activities and project status to ensure the highest level of performance in meeting staff performance and workload service level objectives/agreements. Recommends, develops, proposes, and plans high-level sensitive projects or studies. Identifies issues and takes appropriate action. Develops staff and carries out Department and Division succession plan strategies. Completes training plans, probation reports, and other personnel-related products in a timely manner. The incumbent is responsible for staff and subject matter experts professional and program development through professional training, education, enhancing cross-departmental collaboration, job shadowing, and providing diverse assignment opportunities. Builds a team of highly motivated and high-performing professionals; develops sustainable hiring, promotional, and retention strategies; fosters a highly innovative culture focused on delivering customer value; promotes and maintains a positive and collaborative work environment.
- 10% Establishes and maintains collaborative relationships as an effective liaison with all levels of the Lottery management team and staff, other state and public agencies, and established Lottery vendor community.

Marginal Functions

- 5% Other job-related duties as assigned such as but are not limited to: performing in a project lead capacity, developing/maintaining various documentation, performing advisory and consulting services, etc. Serves as an advisor on key governance bodies; and participates, as needed, in ad-hoc committees, work groups, and projects.

Scope and Impact

- a. Consequence of Error: ITSD is responsible delivering high-quality technology services and solutions that enable the business to achieve its goals and objectives. With over 1000 staff located in offices throughout the state, the Lottery's sole mission is to provide supplemental funding for California's public schools and colleges. While the Lottery is a public agency, it receives no public funding. Instead, all operating and administrative expenses are raised through the responsible sales of our games. Disruptions that impact revenue generation would significantly affect the Lottery's ability to achieve its mission. In addition, incorrect



Job Description

data supplied to executives, upon which members rely for decision-making criteria, and/or unsupported recommended approaches or solutions could result in wasted resources and inefficient use of Lottery resources. Negative decisions on mission critical Lottery systems could result in outages where such failures would be a significant embarrassment to the Lottery, the Governor, and the state.

The Cybersecurity & Engineering Manager exercises good judgement in making decisions affecting the Lottery's cybersecurity program. Poor judgement and decisions can adversely impact ITSD's effectiveness. The execution of the Lottery's cybersecurity program constitutes a significant investment in staff and material resources. The effective and efficient support of this investment is the responsibility of ITSD. Failure to use good judgement in performing the duties for this position could result in the loss of integrity of systems, loss of sales in draw games or Scratchers, and cause the potential of a security breach.

- b. **Administrative Responsibility:** Provides strategic as well as day-to-day management responsibilities. Responsible for all aspects of workforce development, succession planning, and performance management including, but not limited to: recruiting, hiring, retaining, workforce development, succession planning, training/cross-training, knowledge transfer, mentoring, coaching, progressive discipline, corrective action, onboarding/offboarding, employee engagement, and ensuring and maintaining a positive and diverse workforce composition in ITSD.

The incumbent provides overall management of the Cybersecurity & Engineering unit and is responsible for planning, organizing, and directing the vision of the program and work of subordinate staff. The incumbent must also have knowledge of effective principles of supervision, leadership, and progressive discipline process and procedures.

- c. **Supervision Exercised and Received:** The Cybersecurity & Engineering Manager is under general direction of and receives most assignments from the Chief Technology Officer, IT Manager II; however, direction and assignments may also come from the extended Information Technology Services Division (ITSD) management team.

The incumbent is responsible for planning, organizing, and directing the vision of the program and work of subordinate staff. The incumbent must also have knowledge of effective principles of supervision, leadership, and progressive discipline process and procedures.

- d. **Personal Contacts:** The Cybersecurity & Engineering Manager interacts with various levels of Lottery executives, managers, stakeholders, business areas, staff, vendors and consultant, and other state agencies.

Physical and Environmental Demands

Not Applicable.

Working Conditions and Requirements

The incumbent will work in a fast-paced environment, with competing priorities, and critical deliverables.

- a. **Schedule:** This position has work hours from 8:00 a.m. to 5:00 p.m. Weekends, long and/or irregular hours, after-hours work, and holiday work may be required.



Job Description

- b. Travel: Statewide, overnight travel may be required.
- c. Other: This position is required to carry a Lottery-issued mobile phone. This position is required to be reachable outside of normal business hours.

Effective Date:

NOTE: The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT:

- I have discussed the duties and responsibilities of the position with the employee.
- I have retained a copy of the signed duty statement.

Supervisor Signature

Printed Name

Date

EMPLOYEE'S STATEMENT:

- I have discussed the duties and responsibilities of the position with my supervisor.
- I have signed and received a copy of the duty statement.
- I am able to perform the essential functions listed with or without Reasonable Accommodation.
- I understand that I may be asked to perform other duties as assigned within my current classification, including work in other functional areas as business needs require.

Employee Signature

Printed Name

Date