



Classification: Information Technology Manager I
Position Number: 880-280-1405-009

DUTY STATEMENT

CURRENT **PROPOSED**

RPA Number: 24-280-008	Classification Title: Information Technology Manager I	Position Number: 880-280-1405-009
Incumbent Name: Vacant	Working Title: Privacy Officer	Effective Date: TBD
Tenure: Permanent	Time Base: Full-time	CBID: M01
Division/Office: Information Technology		Section/Unit: Privacy Office
Supervisor's Name: Kathy Owen		Supervisor's Classification: C.E.A. B

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the administrative direction of the Chief Information Officer (CIO) consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. The incumbent will be responsible for the protection and privacy of the Water Boards' information assets.
Position Description



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The Privacy Officer provides leadership to Water Boards' executive team, employees, and contractors and administers the privacy program activities. The Privacy Officer provides leadership in project planning and management of privacy related work efforts. The Privacy Officer also provides consultation to customers, project teams, and executive management on risk analysis, mitigation strategies, protection of data and other privacy related assets, and ensures adequacy of implemented safeguards. The Privacy Officer leads in strategic business and tactical planning, development and maintenance of policies, processes, standards, and procedures as they relate to the privacy of informational data and systems. In addition to consulting with and advising the Director, Executive Staff, Program Managers, and Division Chiefs on information security matters, the Privacy Officer meets and confers with high-level professionals from other states, corporations, and agencies regarding matters affecting privacy policy and procedures and represents the Water Boards as a member on national and state security organizations and/or committees. The incumbent will provide services from the Information Security domain. The Privacy Officer advises the CIO of all pertinent security and privacy measures and precautions needed to protect the Water Boards.

Essential Functions (Including percentage of time):

30%	Develop, implement, and manage the Water Boards' privacy program that supports business operations and aligns with the Water Boards mission, goals, and objectives. Responsible for aligning the privacy program with all the provisions of the California Information Practices Act and any other privacy related legal requirements which may be applicable to the administration of the Water Boards' programs, including but not limited to, Government Code section 11019.9 and State Administration Manual sections 5310 – 5310.7. The Water Boards privacy program has five main objectives that include protecting the Water Boards' information and information processing assets, managing vulnerabilities within the Water Boards information processing infrastructure, managing threats and incidents impacting the Water Boards information resources, assuring through policy the appropriate use of the Water Boards information resources, and educating employees about their privacy responsibilities.
25%	Conduct privacy threshold assessments, privacy impact assessments with business program areas in conjunction with information technology staff. Ensure data privacy standards are sufficient to meet state and federal requirements by providing expertise and direction to the CIO, Executive team, and program stakeholders. Analyze incidents related to data breaches to determine the appropriate responses or corrective actions to prevent breaches of privacy.
20%	Conduct organizational privacy risk assessments in conjunction with program and information technology staff. Ensure Water Boards' privacy controls are sufficient to address the risk to critical systems needed for the Water Boards to complete their mission. Collaborate with the state Office of Information Security to stay current with the expected changes to risk assessment reporting mechanisms and changes to risk management policies related to privacy. Ensure the privacy awareness training curriculum meets regulatory requirements and is conducted in conjunction with the information security awareness training. Ensure training records indicate the privacy awareness training is complete as mandated by state law.



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Marginal Functions (Including percentage of time):	
10%	Collaborate with Water Boards and departmental information technology, enterprise architecture, and information security teams to manage the design and implementation of technical controls or threat countermeasures of projects, systems, and applications as they apply to privacy. Conduct maturity assessment to identify gaps and develop alternatives for investment recommendations to improve Water Boards security posture in workforce qualifications, system and technical architecture, and business processes.
10%	Collaborate with the CalEPA Privacy Officer to ensure Water Boards' alignment with statewide privacy initiatives and lead and participate in privacy planning sessions. Researches and evaluates current and new privacy trends to develop a Board-wide privacy roadmap.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in an office building in a smoke-free environment. The work schedule is Monday through Friday or as required to support core business hours. Will be required to work unusual hours including evenings, weekends, and holidays in response to IT outages or when the Board is mission tasked. Overnight travel may be required within the state as necessary to support job functions.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date