



Classification: Information Technology Manager I

Working Title: Information Security & Privacy Manager

Position Number: 358-110-1405-001

Division/Unit: Executive Division, Information Security & Enterprise Risk and Optimization Section

Assigned Headquarters: CA Lottery Headquarters - Sacramento

Position Eligible for Telework (Yes/No): YES

Job Description Summary

Under the general direction of the Information Security and Enterprise Risk Officer, Executive Division, the Information Technology Manager I (ITM I) is designated as the Information Security and Privacy Manager. The incumbent is responsible for participating in the planning, developing, and managing efforts of Information Security and Data Privacy duties for the California State Lottery. The incumbent acts as an expert specialist, or consultant, on the most complex systems and software projects; and provides the first level of managerial expertise and advice in the implementation of current laws, policies, and best practice standards regarding Information Security and computer industry technology. This responsibility includes the practices on data security, confidentiality, privacy, and the integrity, auditing, evaluation, and management of the Lottery's Information Security Management System (ISMS). The duties for this position are focused in the following IT domains: Information Security Engineering and Business Technology Management, however, work may be assigned in other domains as needed.

Job Description

40% (Essential) – Manages and supervises the Information Security and Privacy Office. Establish goals, priorities, strategies and plans to delegate to staff and ensure that the objectives of Information Security and Privacy are met and risks are appropriately managed. Develop, implement, and direct all necessary security policies, standards, and procedures required to staff for a comprehensive Information Security Management System (ISMS). Ensure that security policies and procedures provide operational guidelines and delineate the roles and responsibilities of all Lottery employees to ensure the confidentiality, integrity and availability of information assets. Collaborate with the Information Security and Enterprise Risk Officer in directing the development, implementation, and operation of the ISMS for the collection, use, storage, and destruction of Lottery's information assets, including security awareness training program with attention to relevant security policies and practices. Administer and report the implementation and compliance of the information security policies and assist Lottery's Internal Audits Office (IA) with compliance audits as needed to ensure the ISMS is aligned to the required governing information security bodies. Provides guidance related to information security and privacy best practices, related training, and direction to staff. Direct and manage the activities of staff supporting security projects and functions. Provide managerial leadership to staff in the areas of information security and privacy. Conduct hiring activities to fill vacancies and complete timely and accurate probationary reports to conclude the hiring process. Manage employee performance, adverse disciplinary actions, review and approve attendance reports, and administer and maintain records of leave usage. Complete annual performance appraisal summaries, Individual Development Plans, and update duty statements annually, or as needed.



20% (Essential) – Provide oversight of the implementation of security related practices to ensure Lottery’s adherence to security policies and standards. Conduct risk analysis to identify critical assets, vulnerabilities, and the adequacy of Information Security and Privacy safeguards. Identify, analyze, and recommend Information Security policies and principles to the Information Security and Enterprise Risk Officer, which will ensure the integrity, confidentiality, reliability, and appropriate use of Lottery’s information assets. Develop Information Security standards related to information technology usage.

20% (Essential) – Develop, implement, manage, and maintain policies and procedures for the monitoring and reporting of incidents involving intentional, unintentional, or unauthorized access, disclosure, use, modification, or destruction of Lottery assets. Conduct information security investigations when there are actual or suspected violations of Lottery’s Information Security policies. Respond, investigate, and track security incidents to resolution. Conduct post-incident reviews, develop action plans to reduce further exposure, and evaluate and report on trends and weaknesses in the Lottery’s ISMS.

15% (Essential) – Collaborate with Lottery’s Information Security and Enterprise Risk Officer, information technology security and enterprise architecture teams in ITSD and security operations of Security/Law Enforcement Division (SLED) to manage the design and implementation of security and technical controls or threat countermeasures. Conduct maturity assessments to identify gaps and risks, while developing alternatives for recommendations to improve Lottery’s security posture in workforce qualifications, systems and technical architecture, and business processes. Review and recommend improvements to Lottery’s Business Continuity Plan (BCP) and Technology Recovery Plan (TRP) and planning process to comply with state policies and industry best practices. Review contracts to ensure information security and privacy protection controls are addressed. Participate in the planning and implementation of monitoring programs to ensure compliance with approved Lottery information security policies and procedures.

5% (Marginal) – Participates in enterprise focus of change management to ensure compliance with approved Lottery policies and procedures. Other job-related duties as needed.

Scope and Impact

- a) **Consequence of Error:** Failure to execute best practices related to Information Security and Privacy while performing the functions of this position may result in the ineffective management of the Lottery’s Information Security Management System (ISMS).
- b) **Administrative Responsibility:** The incumbent reports directly to the Information Security and Enterprise Risk Officer, Executive Division, and receives input and policy guidance from the Information Security Committee (ISC). The incumbent is required to act independently and is held responsible for decisions made.
- c) **Supervision Exercised and Received:** Directly manages the activities of Information Security and Privacy Office staff supporting information security initiatives and functions. Provide managerial leadership to staff in the areas of information security and privacy. The incumbent is under administrative direction, receiving input and policy guidance from the Information Security and Enterprise Risk Officer. The incumbent is required to act independently and is held responsible for decisions made.
- d) **Personal Contacts:** The incumbent oversees and reviews the activities of internal and external staff supporting physical and logical access activities. Directly manages the activities of Information Security and Privacy Office staff supporting security projects and functions.



Physical and Environmental Demands

None

Working Conditions and Requirements

- a) Schedule: 8:00AM to 5:00PM PST (After hours may be needed to ensure the Information Security and Data Privacy duties for the California State Lottery)
- b) Minimal: On demand travel may be required to facilitate / participate in information security and privacy related audits.
- c) Other: The incumbent must maintain an expert level understanding of best practices related to Information Security and Privacy. The incumbent will work in a fast-paced environment with competing priorities, and mission critical deliverables.

Effective Date: October 7, 2024

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



Duty Statement Instructions (Rev. 04/2023)

NOTE: After inserting the text/information into the duty statement, remove all "Insert Text" or "Insert Text to describe the following" prompts.

Classification: Enter the legal class title of the position (e.g., Office Technician (Typing), Staff Services Analyst, District Sales Representative, etc.).

Working Title: Enter the working title of the position if different from the legal class title.

Position Number: Enter the full position number assigned as shown on the department's organization chart (e.g., Agency: 358, Unit: 031, Class: 5157 (SSA), Serial: 001: [358-031-5157-001]).

Division/Unit: Enter the Division/Unit name where the position resides in the Lottery organization.

Assigned Headquarters: Enter the physical work location where the employee will work (e.g., Sacramento Headquarters, Fresno District Office (Fresno DO), Northern Distribution Center, etc.).

Position Eligible for Telework (Yes/No):

Job Description Summary: Briefly describe the overall purpose of the position, the degree of supervision received, and any supervision exercised. Should not exceed 4 sentences. Example: Under the supervision of the Staff Services Manager I, the incumbent is responsible for ...**ADD THE SUMMARY OF DUTIES TO BE PERFORMED.**

NOTE: To determine the level of supervision received (e.g., under direct supervision, direction, etc.), refer to the class specification or contact your C&P, Examinations Analyst.

Job Description: This will consist of 'Essential (E)' duties and 'Marginal (M)' duties (if applicable). Enter the percentage of time the incumbent will spend performing each group of essential and marginal functions (Example: A duty that is regarded as 5% is equivalent to approximately 2 hours of work per week OR 8 hours (one day) of work per month). **NOTE:** Percentages must be in descending order with the largest percentage of duties at the top. Percentages must not be less than 5% of time. Total of all percentages must equal 100%.

- Essential Functions – these duties are why the position exists. The employee must be able to perform the essential duties of the position with or without a reasonable accommodation. Ensure the duties assigned to the position are appropriate for the classification and group similar tasks together. Explain **WHAT** the task or duty is to be performed, **WHY** the task is being **WHAT GOAL** is being achieved, and **WHERE/WHEN** is the task done if relevant to the working conditions of the job.
- Example: **WHAT:** Meet with retailers **WHERE/WHEN:** monthly in the field at the retailer's place of business **WHY:** to determine Lottery Scratcher needs **WHAT GOAL:** and ensure supply/demand needs are met.

NOTE: Spell out acronyms. Typically, acronyms are created by a department for division/unit names or other works that are used frequently within the department. These acronyms are not well known throughout all departments within the State of CA or the public. Job applicants and/or new employees will not be familiar with these acronyms or understand their meaning, therefore, acronyms should be spelled out in duty statements (and Job bulletins).

- Marginal Functions – These are additional duties that are incidental or a minimum part of the job. These duties can be redistributed among other staff. Additionally, if you list 'Other duties as assigned', you must indicate what the other duties might entail (e.g., other duties assigned such as assisting other staff as needed, or assist with special projects as assigned, etc.) This percentage must be included in all percentages which in total cannot exceed 100%. **NOTE:** Marginal Functions should be no more than 5%.

Scope and Impact: Describe the following:

- a. Consequences of Error: (Describe consequences to the department, division, etc., if the person did not perform the duties of the position.)
- b. Administrative Responsibility: (Describe incumbent's role, such as activities related to personnel, training, business operations, etc.)
- c. Supervision Exercised and Received: (Describe position that supervises the incumbent and classifications the incumbent supervises, or if not a supervisory classification, add 'This position does not supervise others.')
- d. Internal Personal Contacts: (List frequent internal contacts to perform their duties such as, executive staff, Lottery managers and supervisors, other Lottery division staff, etc.)

Physical and Environmental Demands: (Describe the physical environment of the main work location

Working Conditions and Requirements: Describe the following:

- a. Schedule:



Job Description

- b. Travel:
- c. Other:

Effective Date: Enter the effective date of the duty statement (employee appointment date).