

DUTY STATEMENT

1. POSITION INFORMATION							
Civil Service Classification Information Technology Manager I	Working Title Agency Deputy Information Security Officer						
Employee Name Vacant	Position Number 791-500-1405-030						
Project/Division Name Agency Information Security Office	Supervisor's Name Adam German						
Unit Agency Information Security Office	Supervisor's Classification Information Technology Manager II						
Physical Work Location	Duties Based on: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time - Fraction						
Effective Date							
2. REQUIREMENTS OF POSITION							
<p>Check all that apply:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required</td> <td style="width: 50%;"><input checked="" type="checkbox"/> Requires Fingerprinting & Background Check</td> </tr> <tr> <td><input checked="" type="checkbox"/> May be Required to Work in Multiple Locations</td> <td><input type="checkbox"/> Other (<i>specify below in Description</i>)</td> </tr> </table> <p>Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):</p> <p>N/A</p>		<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required	<input checked="" type="checkbox"/> Requires Fingerprinting & Background Check	<input checked="" type="checkbox"/> May be Required to Work in Multiple Locations	<input type="checkbox"/> Other (<i>specify below in Description</i>)		
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3. DUTIES AND RESPONSIBILITIES OF POSITION							
<p>IT Domains used:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Business Technology Management</td> <td style="width: 50%;"><input type="checkbox"/> Information Technology Project Manager</td> </tr> <tr> <td><input type="checkbox"/> Client Services</td> <td><input type="checkbox"/> Software Engineering</td> </tr> <tr> <td><input checked="" type="checkbox"/> Information Security Engineering</td> <td><input type="checkbox"/> System Engineering</td> </tr> </table> <p>Summary Statement (Briefly describe the position's organizational setting and major functions): Under the administrative direction of the California Health and Human Services Agency (CalHHS) Information Security Officer (AISO) and leadership team, the Information Technology Manager I (ITM I) is responsible for managing the agency's strategic information security efforts across all departments. The ITM I leads the development and execution of security policies and initiatives, ensuring compliance with State and Federal regulations. The incumbent collaborates with department Information Security Officers (ISOs) and CalHHS leadership to implement security programs, monitor compliance, and provide strategic consultation. Additionally, the ITM I supports the AISO in aligning security measures with CalHHS's enterprise architecture and acts as a liaison with external cybersecurity organizations, including the California Department of Technology Office of Information Security (CDT/OIS) and the California Cybersecurity Integration Center (Cal-CSIC).</p>		<input type="checkbox"/> Business Technology Management	<input type="checkbox"/> Information Technology Project Manager	<input type="checkbox"/> Client Services	<input type="checkbox"/> Software Engineering	<input checked="" type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering
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<input type="checkbox"/> Client Services	<input type="checkbox"/> Software Engineering						
<input checked="" type="checkbox"/> Information Security Engineering	<input type="checkbox"/> System Engineering						

Percentage of Duties	Essential Functions
35%	<p>Agency Security Strategy Development and Implementation Lead the development, implementation, and maintenance of the CalHHS security strategy to ensure the protection of information technology assets and data across all departments. Collaborate with CalHHS departments to prioritize and coordinate security initiatives that align with State, Federal, and Agency mandates. Provide strategic consultation to department ISOs and Chief Information Officers (CIOs) to facilitate the integration of security measures into departmental operations. Oversee the selection and implementation of appropriate security tools that support the agency's enterprise architecture and align with overall security goals.</p>
30%	<p>Security Policy Oversight and Departmental Support Manage the development and enforcement of security policies, procedures, and guidelines across all CalHHS departments. Establish and maintain a security community of interest that facilitates the integration of security initiatives and promotes collaboration between department ISOs. Lead efforts to enhance the agency's risk management and security posture through targeted education, training, and consultations. Ensure that departments are equipped with the necessary tools and knowledge to implement and maintain effective security measures.</p>
15%	<p>Representation in Security and Compliance Matters Serve as the primary representative for CalHHS in all external security-related matters, including communications with the CDT/OIS, Cal OES, Cal-CSIC, and other State-level cybersecurity entities. Participate in high-level State information security activities, including workgroups, committees, and meetings. Advocate for the agency's information security needs during discussions on policies and guidelines. Participate in reviews of Budget Change Proposals (BCP) and provide input to ensure that security considerations are embedded into all significant projects and investments. Represent the agency on the CalHHS Governance Risk Subcommittee.</p>
15%	<p>Security Compliance Monitoring and Incident Response Monitor compliance with CalHHS security policies across all departments and support incident response activities as necessary. Review department audit reports and associated Plan of Action and Milestones (POAM) to identify areas requiring further support. Provide consultation to departments to improve their compliance efforts and address identified security risks. Collaborate with department ISOs and external partners, including the CDT/OIS and Cal-CSIC, during and after security incidents to ensure effective incident management and recovery.</p>

Percentage of Duties	Marginal Functions
5%	<p>Other duties as required. Perform additional tasks as needed to support the agency's information security objectives and ensure the continued protection of its technology and data assets.</p>

4. WORK ENVIRONMENT <i>(Choose all that apply from the drop-down menus)</i>	
Standing: Occasional (13-25%)	Sitting: Constant (76-100%)
Walking: Infrequent (7-12%)	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable
Lifting: 1-25% of the time	Bending/Stooping: Not Applicable
Other:	
Type of Environment: a. Cubicle b. N/A	
Interaction with Public: a. N/A b. N/A c. N/A.	
5. SUPERVISION	

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)
NONE

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee's Name (Print)

Employee's Signature

Date

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the Employee.

Supervisor's Name (Print)

Adam German

Supervisor's Signature

Date

7. HRD USE ONLY

Human Resources Division Approval

Duties meet class specification and allocation guidelines.

Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

CR

10/10/2024

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

** AFTER SIGNATURES ARE OBTAINED:

- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR'S DROP FILE