

<b>Classification Title:</b> Information Technology Specialist III	<b>Branch/Division/Bureau:</b> Enforcement
<b>Working Title:</b> Research Technologist	<b>Office/Unit/Section/Geographic Location:</b> Sac/SF/LA
<b>Position Number (13 Digit):</b> 411-170-1415-001	<b>Conflict of Interest Position:</b> <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
<b>RPA Number:</b> #	<b>Work Schedule:</b> Monday – Friday, 8:00 a.m. – 5:00 p.m
<b>Employee Name:</b>	<b>Effective Date:</b>

**CORE VALUES/MISSION**

The California Privacy Protection Agency (CPPA)'s mission is to protect Californians' consumer privacy. The CPPA implements and enforces the California Consumer Privacy Act (CCPA). The agency's responsibilities include: 1) rulemaking in a highly complicated, technical, sometimes contested, and nuanced area; 2) supporting awareness across California's diverse population on issues related to privacy and data security, including the new rights provided to them by the law; and 3) administrative enforcement of those rights.

**POSITION CONCEPT**

Under administrative direction, the Information Technology Specialist III (ITS III) will work as a Research Technologist to serve as an expert advisor to support the CPPA's Enforcement Division and conduct research and analysis to investigate potential violations of California's cutting-edge privacy law. The Research Technologist will research privacy-related business practices to support investigations and enforcement actions. Prepare investigative reports and provide testimony at hearings to explain conclusions. Identify deficiencies in privacy technologies and processes at regulated businesses, including but not limited to, data minimization, data anonymization, differential privacy, and processing of consumer privacy requests. Plan, develop, and document requirements and methodologies in investigations involving emerging technologies and their applications to business processes. Analyze algorithms and protocols related to data protection and privacy, authentication, automated decision-making, or digital advertising. Build and develop tools to research privacy trends online and offline. Explain technical concepts to a lay audience to support enforcement actions. Assist enforcement staff in investigating potential violations of the California Consumer Privacy Act and prosecuting violations.

**SPECIAL REQUIREMENTS**

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment.

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

ADM-002

(Rev. 2/2024)

**ESSENTIAL FUNCTIONS**

- 30% Serve as an expert advisor to enforcement staff regarding technology and privacy. Design research methods, validation procedures, and execution plans to evaluate functionality of privacy technologies. Develop policies, procedures, tools, examination techniques, and inquiry methods relating to privacy. Determine the objectives and measures upon which investigative projects will be evaluated.
- 25% Provide consultation and expertise in multiple IT domains to ensure compliance with privacy laws. Advise enforcement staff on a broad range of technology issues pertaining to privacy and security. Research privacy-related business practices and the technologies underlying those practices. Conduct presentations and briefings of investigative conclusions through written reports. Analyze web service technologies and prepare reports of investigative findings.
- 20% Conduct presentations or briefings on aspects of project(s) to the Enforcement Division. Provide leadership, guidance, training, and support to project team members. Direct or coordinate duties and responsibilities to project personnel. Develop and modify technical specifications needed for privacy-related investigations and enforcement actions. Develop and implement standards and controls for privacy-related investigations. Contribute in the planning of the overall organizational information technology strategy for enforcement of the California Consumer Privacy Act. Design, implement, and maintain system architecture across multiple platforms as needed for investigations. Coordinate infrastructure system design, modification, upgrade, and implementation for consumer complaints, investigations, and enforcement actions.
- 15% Strengthen and support the CPPA's investigatory responsibilities by monitoring current and next-generation privacy practices involving a range of technology-related issues. Assist in identifying new avenues of investigation. Gather and analyze data to develop ideas for potential enforcement actions.
- 5% Prepare for and provide expert testimony to support investigative findings and conclusions.

**MARGINAL FUNCTIONS**

- 5% Other duties as assigned.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES**

- Professional office environment.
- Some travel may be required.
- Monday - Friday workweek with work outside of normal business hours, as needed. The position is part of a distributed team that involves teleworking and reporting to the office as needed/required.

**ESSENTIAL FUNCTIONS DUTY STATEMENT**

ADM-002

(Rev. 2/2024)

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- Daily and frequent use of computer and variety of office software applications.
- Ability to occupy office workstation for extended periods of time.

**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. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

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Employee Signature

Date

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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.**

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Supervisor Signature

Date

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Printed Name