

Classification Title: CEA C	Branch/Division/Bureau: Audits Division
Working Title: Chief Privacy Auditor	Office/Unit/Section/Geographic Location: Sacramento/San Francisco/Los Angeles
Position Number (13 Digit): 411-120-7500-001	Conflict of Interest Position: <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
RPA Number: #	Work Schedule: Monday – Friday, 8:00 a.m. – 5:00 p.m
Employee Name:	Effective Date:

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). Its 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) preparing for administrative enforcement of those rights.

POSITION CONCEPT: Under the administrative direction of the Executive Director and Board, the Chief Privacy Auditor is responsible for planning, organizing, directing, reviewing, and managing the work and staff of the Agency’s Audits Division. The Chief Privacy Auditor is also responsible for the overseeing research and implementation of policies regarding a broad range of policy issues related to auditing of an incredibly technically sophisticated and ever evolving subject area pertaining to privacy, cyber security, and automated decision making including Artificial Intelligence (AI). The Chief Privacy Auditor will be responsible for building out the independent audit function of the first agency in the United States created for the sole purpose of protecting the privacy rights of consumers, and in developing its approach to auditing and enforcement. The Chief Auditor will oversee technology experts in the Audit Division conducting privacy and security audits to ensure California’s cutting-edge privacy law.

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. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

ESSENTIAL FUNCTIONS

ESSENTIAL FUNCTIONS DUTY STATEMENTADM-002

- 40% Fulfills the Agency's statutory audit responsibilities and mission as directed by the Board and overseen by the Executive Director. Works with the Board, Agency staff counsel, and stakeholders to create, coordinate, and implement Agency audit policies, and directs development of necessary and appropriate processes, tools, techniques, and expertise to implement Agency audit and enforcement policies. Provides guidance on objectives and measures upon which privacy and security audit projects are evaluated. Advises the executive director and Audit Division staff on a broad range of technology issues pertaining to privacy and security. Guides research privacy-related business practices and the technologies underlying those practices. Reviews presentations and briefings of investigative audit conclusions. Analyzes web service technologies and oversees preparation of reports of audit findings.
- 20% Ensures that the Agency's audit and enforcement responsibilities, and the Agency's audit and enforcement related high-level policies, goals, and objectives, as promulgated by the Board, are accomplished. Oversees research privacy-related business practices to support investigations and enforcement actions; preparation of privacy and security audit reports and provide testimony at hearings to explain audit findings; analyses of algorithms and protocols related to data protection and privacy, authentication, payments, or digital advertising; development of tools to research privacy trends online and offline; review of web services technologies and their application in relation to browser cookies and mobile device identifiers. Collaborates with enforcement staff in investigating potential violations of the California Consumer Privacy Act and prosecuting violations.
- 20% Provides leadership, guidance, training, and support to Audit Division. Oversee coordination of duties and responsibilities to Division personnel. Develop and modify technical specifications needed for privacy-related audits. Develop and implement standards and controls for privacy-related audits. Oversee the planning of the overall organizational information technology strategy for audit of the California Consumer Privacy Act. Directs the design, implementation, and maintenance system architecture across multiple platforms as needed for audits. Coordinate infrastructure system design, modification, upgrade, and implementation for consumer complaints, investigations, and enforcement actions.
- 10% Consults with and advises the Board on the complex legal, regulatory, technical, social, and political issues involved in implementing the Agency's statutory auditing responsibilities. Strengthens and supports the CPPA's audit responsibilities by monitoring current and next-generation privacy violations involving a range of technology-related issues. Oversees identification of new avenues of auditing. Ensures data is gathered to develop ideas for potential audit findings.
- 5% Acts as Agency spokesperson on auditing issues at meetings, hearings, and other venues as delegated by the Board. Participates in and makes presentations in policy, regulatory, and other forums.

5% Participates in the activation of Agency mission, goals, and objectives related to auditing and enforcement. Ensures the development, ongoing review, and implementation of the Agency’s mission, goals, and objectives related to auditing.

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.
- 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.)

Employee Signature

Date

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.

Supervisor Signature

Date

Printed Name