

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

☐ Current☒ Proposed

RPA NUMBER 27198	DGS OFFICE or CLIENT AGENCY Business, Consumer Services & Housing Agency	
UNIT NAME Information Technology	REPORTING LOCATION 500 Capitol Mall, Suite 1850, Sacramento, CA 95814	
SCHEDULE (DAYS / HOURS) Monday - Friday; 8:00 a.m. - 5:00 p.m.	POSITION NUMBER 338-100-1406-XXX	CBID M01
CLASS TITLE Information Technology Manager II	WORKING TITLE Agency Information Security Officer	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

The Business, Consumer Services, and Housing Agency (BCSH) is the California government cabinet-level agency that licenses and regulates over 4 million professionals, businesses, and financial services; funds and facilitates the preservation and expansion of safe, affordable housing; advances statewide collaborative efforts to prevent and end homelessness; and guards and enforces California's civil rights laws.

POSITION CONCEPT

Under the administrative direction of the BCSH Deputy Secretary, Agency Information Officer (AIO), the Information Technology Manager II (ITM II) serves as the Agency Information Security Officer (AISO). The AISO manages the planning and development of BCSH's Information Security Strategy and enterprise-wide security program at both the Agency and the 11 member departments. The ITM II acts as an expert on internal and external policies and standards, laws, trends and best practices regarding information security. The ITM II advises the AIO on the formulation of policy and governance and has a primary role in developing cybersecurity strategy and strategy implementation across the Agency and its 11 member departments. The AISO leads corresponding tactical activities aimed at increasing the information security maturity level of BCSH member departments by adapting the strategies and standards specific to the needs of BCSH and its member departments. The AISO works closely with BCSH member departments, the California Department of Technology (CDT), Office of Information Security (OIS), and the California Office of Emergency Services (Cal OES), Cyber Security Integration Center (Cal-CSIC) to identify and mitigate acute and emerging threats. The AISO supports the member departments information security efforts and monitors compliance with key BCSH information security initiatives through oversight, working closely with entity Information Security Officers (ISOs).

SPECIAL REQUIREMENTS ☒ Conflict of Interest ☐ Medical Evaluation ☐ Background Evaluation ☐ Background Evaluation FTB ☐ Office Technician (Typing)
Conflict of Interest

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

PERCENTAGE	DESCRIPTION
30%	Develops and executes the BCSH information Information Technology (IT) security policy and strategy to improve the security of BCSH and member departments information assets and data. Coordinates with and leads BCSH member departments to prioritize IT security initiatives and action plans to ensure that BCSH and member departments meet the Statewide IT security mandates. Independently advise executive level (AIO, Agency Secretary and Agency Undersecretary) on IT cybersecurity strategy, policy and governance to ensure current and future enterprise and organization requirements are met. Monitors and reviews agency-wide IT security-related artifacts required by the State Administrative Manual (SAM), the Statewide Information Management Manual (SIMM), state law and California Department of Technology (CDT) policy. Artifacts include, but are

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

☐ Current☒ Proposed

PERCENTAGE	DESCRIPTION
	not limited to, the Technology Recovery Plan (TRP) and the Plan of Actions and Milestones (POAM).
20%	Leads BCSH IT security direction with a focus on operational outcomes, and the long-term technology vision and communication with the member departments Chief Information Technology staff and key stakeholders. Provides direction and oversight related to the various IT security technologies, to ensure that architectural styles, design patterns, coding best practices, and development environments and methodologies meet the required information security mandates defined by the CDT. Responsible for making policy level recommendations to adopt technologies that meet the business needs and performance requirements of BCSH and CDT. Advise the AIO and member department Chief IT staff members on the ramifications and/or positive impacts of emerging IT security technologies. Collaborates closely across a broad spectrum of state and vendor leads as well as state control agencies to ensure that adequate resources are allocated to meet the IT security needs.
20%	Manages the day-to-day activities through and Information Technology Manager I that oversee and manages the Homeless Data Integration System (HDIS). Participates in the recruitment, training, development, and retention of staff including managers, supervisors, technical staff, and consultants. Assigns, prioritizes, monitors, and controls the workload of subordinate managers and provide guidance to achieve desired outcomes. Evaluates staff resources and training needs; establishes and implements performance standards and expectations by ensuring effective and timely application in the conduct of probationary reviews, annual performance appraisals, constructive intervention, corrective and disciplinary actions, and training to encourage and support personal and organizational growth.
15%	Plans and coordinates agency-wide resources to provide oversight and overall management of the Agency's IT cybersecurity programs; Provide Agency Project Portfolio management including Project Approval Lifecycle (PAL) reviews and recommendations; review BCSH and it's member departments Budget Change Proposals (BCPs) involving IT and IT cybersecurity; and ensures BCSH compliance and compliance efforts with CDT's Cal Secure. Manages, monitors and supports BCSH member departments with security-related audits and assessments conducted by CDT, the CA Department of the Military and the CA State Auditor. Tracks trends and collaborate with departments' IT security offices and the industry to continually improve the cybersecurity maturity profile of BCSH and its member departments.
10%	Establish and maintain an Agency Information Security Community of Interest that includes participation of all ISOs, aimed at coordinating information security related activities through the collaborative development of activities and outcomes associated with integrating information security initiatives, developing, and implementing information security policies, procedures and guidelines, and identifying/implementing technology tools in a manner consistent with said guidelines. Promote and enhance information security and risk management plans through education, training, and consultation.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Acts for the AIO on IT cyber-security matters and responds to inquiries from the State Security Information Officer, OIS, BCSH member department directors and other public agencies.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position may be eligible for a hybrid telework option (up to 3 days telework), in accordance with the Business, Consumer Services and Housing Agency Telework Policy. This position will be required to report to the Sacramento Headquarters Office as required. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
---------------	--------------------	-------------

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
-----------------	----------------------	-------------