

# California Department of Tax and Fee Administration

## DUTY STATEMENT

CURRENT  
 PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION <b>Information Technology Manager II</b>		PRIMARY DOMAIN <b>Information Security</b>	WORKING TITLE <b>Information Security Officer</b>
DIVISION/OFFICE/UNIT <b>Technology Services Division/Information Security Office</b>		SPECIFIC LOCATION ASSIGNED TO <b>Headquarters- Sacramento, CA</b>	
SEERA DESIGNATION <b>Managerial</b>	BARGAINING UNIT <b>01</b>	WORK WEEK GROUP <b>E</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS/ BACKGROUND CHECK REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BILINGUAL POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISION EXERCISED <b>Yes</b>	
INCUMBENT		POSITION NUMBER (Agency-Unit-Class-Serial) <b>291-358-1406-001</b>	
<i>The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.</i>			
<p><b>POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b></p> <p>Under the administrative direction of the Chief Information Officer, the Information Technology (IT) Manager II serves as the Chief Information Security Officer (CISO) for the California Department of Tax and Fee Administration (CDTFA). In this role, the CISO provides strategic leadership in information security, risk management, and business continuity, ensuring a well-managed security posture across the department.</p> <p>The CISO is responsible for developing and implementing information risk management and security strategies that minimize enterprise risk while aligning with CDTFA's long-term goals and objectives. This includes establishing and maintaining CDTFA's Information Security, Risk Management, and Business Continuity programs to safeguard the department's information assets and technologies.</p> <p>As a key leader, the CISO oversees staff in identifying, developing, and maintaining processes to mitigate IT and data risks. The role also involves managing an enterprise-wide governance system to ensure visibility and alignment between IT security initiatives and business objectives. Close collaboration with IT and business leadership is critical to maintaining awareness of threat vectors, risk levels, and security priorities.</p> <p>Additionally, the CISO leads CDTFA's Privacy Program, which encompasses daily operations, policy development, compliance monitoring, incident investigation, and breach response. The CISO ensures the program adheres to federal and state regulations, reinforcing the department's commitment to data privacy and security.</p> <p><b>Candidate must be able to perform the following essential job functions with or without reasonable accommodation.</b></p>			
<b>PERCENTAGE OF TIME SPENT</b>	<b>DUTIES</b>		
25%	<p><b><u>ESSENTIAL JOB FUNCTIONS</u></b></p> <p>Identify CDTFA's information security needs and risks, develop and communicate strategies, and establish operational plans that align with the organization's vision, mission, and objectives while supporting long-term information security growth and sustainability. Define and maintain IT security technology standards, implement process improvements, establish governance frameworks, and develop performance metrics to ensure that personnel, processes, and technology adhere to enterprise confidentiality, integrity, and availability standards, safeguarding CDTFA's information assets. Assess project deliverables to evaluate and approve or deny security considerations for system, software, and hardware changes, within the CISO's scope of responsibility.</p>		

20%	<p>Ensure the effective monitoring of CDTFA security strategies, policies, compliance controls, and programs to align with business needs. Oversee the development of security standards for applications, infrastructure, and complex business processes, including vendor-provided services. Lead the assessment of business and technology risks to ensure they are properly identified and evaluated. Supervise the development and implementation of measures to mitigate risks associated with applications and business functions.</p> <p>Establish and maintain a CDTFA-wide Security Awareness Training Program, covering all aspects of information security. This program will address the safeguarding and release of confidential information, relevant laws and regulations, agency policies on computer security practices, and strategies for mitigating information security risks.</p>
15%	<p>Coach and mentor the Information Security team to enhance skills, capabilities, and collaboration across the organization. Provide management oversight for all activities related to Information Security compliance, ensuring adherence to regulatory and audit requirements. Promote the implementation of best practices in Information Security, Risk Management, and Business Continuity. Lead periodic reviews to ensure compliance with Internal Revenue Service (IRS) requirements, particularly regarding the processing and storage of confidential Federal Tax Information (FTI).</p>
15%	<p>Oversee the development, implementation, and management of the enterprise Business Continuity program to ensure the timely recovery of operations following disruptions caused by technology system outages or declared disasters. This involves coordinating the resources required to restore operations, recover mission-critical business applications and production data, and support key business continuity objectives. Manage the ongoing alignment of the Business Impact Analysis with the Business Continuity program, ensuring that recovery efforts for all business functions are maintained during a disaster, along with emergency response planning initiatives. Assist with audits to ensure compliance with information security policies through the CDTFA's Internal Audit Bureau.</p>
10%	<p>Ensure compliance with disaster recovery and security requirements across the enterprise environment, encompassing application, network, account, and perimeter security. Develop and implement policies and documentation by adhering to best practices, integrating elements from existing documents, assessing system criticality, and collaborating with relevant stakeholders. Provide leadership and management during actual disaster events to support IT recovery capabilities. Oversee and coordinate tabletop exercises and recovery drills with both business and technical teams. Continuously explore innovative solutions for business needs and apply them in alignment with the organization's mission. Establish best practices while fostering creative thinking and problem-solving. Lead the adoption of new processes and technologies. Coordinate investigations into incidents involving unauthorized or accidental misuse, modification, destruction, disclosure, loss, or access to files, databases, or other information assets. Prepare detailed Information security incident reports and submit findings to the appropriate oversight agencies.</p>
<b>MARGINAL JOB FUNCTIONS</b>	
10%	<p>Collaborate with leadership to develop a resilient organizational structure and workforce that supports long-term enterprise objectives. Establish opportunities and a framework for team members' career advancement. Communicate department and CDTFA mission and goals to staff while ensuring alignment and understanding. Provide consistent performance feedback and maintain awareness of competing projects and programs across all CDTFA divisions. Work closely with peers to prioritize projects, manage deliverables, and resolve conflicts. Partner with internal and external stakeholders, project management, and senior IT leadership to ensure priority security initiatives are properly resourced and addressed.</p>
5%	<p>Perform other duties as required.</p>

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB (if applicable):**

**Work Environment:**

- Work in a high-rise building

**Physical Abilities:**

- 

**Additional Requirements/Expectations:**

- 

***I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.***

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE
---------------------	----------------------	------

***I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.***

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE
-----------------------	------------------------	------

<b>HRB Approval Date: 3/25/25</b>	<b>C&amp;P Analyst Initials: MH</b>
-----------------------------------	-------------------------------------