

DUTY STATEMENT

1. Institution/Division/Office: Central Office / Management Information Systems		2. Unit/Industry/Enterprise: Information Security Officer	
3. Classification Title: Information Technology Manager I		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-045-1405-003		6. Effective Date: April 20, 2025	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: <p>Under general direction of the Chief Information Officer (CIO), the incumbent has significant responsibilities for formulating and administering organizational security and information technology policies and programs and for planning, organizing and directing the work of one or more information technology programs or units. The incumbent serves as CALPIA's Information Security Officer (ISO) and Privacy Officer responsible for the security and privacy aspects of the initiation, design, development, testing, operation and defense of information technology data and environments to address sources of disruption, ranging from natural disasters to malicious acts. The incumbent serves as the technical security advisor to the CIO on all areas of information systems security and supervises analysts and other support staff.</p>			
8. Work Schedule: Monday - Friday; 8:00 AM - 5:00 PM			
9. Percentage (%) of time performing duties:		10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.	
35%		<p align="center">ESSENTIAL FUNCTIONS</p> <p>Provide vision and leadership for supporting and enhancing CALPIA's information technology (IT) security initiatives and program. Manage, maintain and provide continual enhancements to CALPIA's existing IT security program efforts. Direct the planning and implementation of information security related systems, business operations and facility defenses against security breaches and vulnerability issues. Directly assess and holistically manage all aspects of risk brought to bear on the enterprise by IT security and related legislative/regulatory compliance issues. Achieve balance between IT security concerns and compliance mandates.</p>	
20%		Manage and direct the work of all Information Security staff as well as of external consultants and vendors engaging in security-related efforts with CALPIA.	
20%		Provide vision and leadership for developing and supporting initiatives and best practices critical to CALPIA's information security and privacy efforts. Manage, maintain and provide continual enhancements to the development and implementation of policies and procedures regarding the privacy of, and access to, all CALPIA related information. This includes information concerning clients, customers, partners, employees, offenders, business practices, operations and enterprise IT systems. Ensure that CALPIA's information security and privacy practices are in accordance and compliance with all applicable local, state, federal and industry-specific laws, regulations and mandates.	
15%		Audit existing systems while directing the administration of security policies, procedures, activities and standards. Information security activities include State and Federal mandates such as security training, access controls, risk management, incident management, technical recovery planning, security logging and monitoring, etc.	
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