

1. Institution/Division/Office:		2. Unit/Industry/Enterprise:		
	agement Information Systems	Information Security Officer		
3. Classification Title: Information Techno	logy Manager I	4. Proposed Incumbent (if known): Vacant		
5. Current Position Number (Agency-Unit-Class-Serial):		6. Effective Date:		
063-045-1405-003		April 20, 2025		
	nces) describe the position's organization setting and n			
information technology poli serves as CALPIA's Informat operation and defense of in	icies and programs and for planning, organizing and directing ion Security Officer (ISO) and Privacy Officer responsible for t	cant responsibilities for formulating and administering organizational security and the work of one or more information technology programs or units. The incumbent he security and privacy aspects of the initiation, design, development, testing, rcces of disruption, ranging from natural disasters to malicious acts. The incumbent curity and supervises analysts and other support staff.		
8. Work Schedule: Monday - Friday; 8:00 AM - 5:00 PM				
9. Percentage (%) of time performing duties:				
ESSENTIAL FUNCTIONS				
35%	[%] 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, busine operations and facility defenses against security breaches and vulnerability is Directly assess and holistically manage all aspects of risk brought to bear on t enterprise by IT security and related legislative/regulatory compliance issues.			
	Achieve balance between IT security concerns and compliance mandates.			
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			
20/0	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.			
	Audit existing systems while directing the administration of security policies,			
15%	procedures, activities and standards. Information security activities include State and			
13%	Federal mandates such as security training, access controls, risk management,			
	incident management, technical recovery planning, security logging and monitoring,			
	etc.			
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CALIFORNIA PRISON INDUSTRY AUTHORITY **DUTY STATEMENT**



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.				
uuties.	MARGINAL FUNCTIONS				
10%	Oversee Change Management staff and ensure all proposed changes are being				
		sistent manner, including standard			
		-			
	maintenance related to business processes, applications, infrastructure and data.				
	This includes change standards and procedures, impact assessment, prioritization, tracking, reporting, closure and documentation.				
	tracking, reporting	, closure and documentation.			
	ADDITIONAL EXPECTATIONS				
	This position requires that the incumbent work collaboratively with all PIA staff and				
	provide excellent service to internal and external customers. Additional expectations				
	of the role include (1) courteous and respectful communication with all levels of the				
	organization, (2) accountability and completion of all assigned tasks and work				
	products commensurate with the position classification, and (3) adherence to				
	manager-approved work schedule.				
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:					
PRINT EMPLOYEE NAME:		EMPLOYEE SIGNATURE:	DATE:		
Vacant					
PRINT MANAGER/SUPERVISOR NAME:		MANAGER/SUPERVISOR SIGNATURE:	DATE:		
Daniel Berringer HR APPROVAL:					
TS 04.02.2025					