State of California
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
AIR RESOURCES BOARD
ASD/PMB-12 (REV 04/13)

DUTY STATEMENT

EMPLOYEE NAME:		CURRENT DATE:	05/21/2025
CLASSIFICATION:	Information Technology Manager II	POSITION #:	812-010-1406-001
DIVISION/OFFICE:	Office of the Secretary	CBID:	
SECTION:	Fiscal and Administrative Unit		
SUPERVISOR'S NAME:	Mike Marshall		
SUPERVISOR'S CLASS:	CEA B		

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

Supervisor's Signature ***Date*** ***Employee's Signature*** ***Date***

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

☐ Designated under Conflict of Interest Code.

☐ Duties performed may require annual physical.

☐ Duties performed may require drug testing.

☐ Duties require participation in the DMV Pull Notice Program.

☐ Requires the utilization of a 32-pound self-contained breathing apparatus.

☐ Operates heavy motorized vehicles.

☐ Requires repetitive movement of heavy objects.

☐ Works at elevated heights or near fast moving machinery or traffic.

☐ Performs other duties requiring high physical demand. (Explain below)

☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED: (CHECK ONE):

☐ None ☐ Lead Person

☒ Supervisor ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

4

Total number of positions in Section/Branch/Office for which this position is responsible:

0

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the California Environmental Protection Agency (CalEPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The Fiscal and Administrative Programs Unit ensures the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit communicates, coordinates, implements and oversees fiscal, human resources, administrate policies, and information technology throughout the Agency. The Unit also administers the Office of the Secretary's budget and office operations.

CONCEPT OF POSITION:

The California Environmental Protection Agency (CalEPA) Information Security Officer (AISO), under the general direction of the California Environmental Protection Agency Chief Information Officer, has oversight responsibility for the information technology (IT) security programs that reside within the six boards, departments, and offices (BDO's) under CalEPA. These BDO's consist of over 7,000 employees and are located throughout the State of California. The position is responsible for providing critical IT security, Risk, and Privacy direction in support of CalEPA programs, strategic goals, and business objectives.

The AISO provides policy development and oversight related to CalEPA and BDO Information Security, Risk, and Privacy programs. The AISO has responsibility for formulating, recommending, and overseeing the implementation of agency-wide Information Security, Risk, and Privacy policies, practices, and guidelines that help to ensure the integrity, confidentiality, reliability, and appropriate use of all agency-wide information assets. The incumbent is responsible for policy and operational oversight of BDO Information Security Officers within the BDO's. The AISO serves as the information security authority for all BDO's without an established Information Security Officer. The AISO works with various BDO's and programs to ensure that staff and management comply with the information security, Risk, and Privacy policies and programs.

The incumbent has full management responsibility for the CalEPA Information Security Office functions. The position is responsible for the planning, directing, organizing, and controlling of work activities related to the Information Security Office, including but not limited to: Information Security Governance; Incident Management, operations of shared IT security technologies; Security Awareness Program; Oversight of Continuity of Operations and Continuity of Government Program (COOP/COG) Plans; Risk Management, Privacy, and Security Audit and Compliance. Additionally, the incumbent will assist on issues related to emergency preparedness, response, and prevention. The position has a direct reporting relationship to the Agency Chief Information Officer to ensure that all BDO's under CalEPA are aligned with and following agency and State information technology security policies and direction.

% Of TIME	RESPONSIBILITIES OF POSITION

30% E Agency Security Program and Policy Management

Develop, implement, and manage the California Environmental Protection Agency's information security program that supports business operations and aligns with the Agency's departmental mission, goals, and objectives. Ensure the Agency Information Security Program is compliant with all applicable legal, statutory, and regulatory requirements. The Agency's information security program has five main objectives:

- Protecting the Agency's information and information processing assets;
- Managing vulnerabilities within the Agency's information processing infrastructure;
- Managing threats and incidents impacting the Agency's information resources;
- Assuring through policy the appropriate use of the Agency's information resources; and
- Educating employees about their information security and privacy protection responsibilities.

Serve as the primary authority related to IT Security policy for the California Environmental Protection Agency. Formulate, recommend, and oversee implementation of the Agency's enterprise-wide information technology security policies and practices. IT Security oversight authority is agency-wide and covers all BDO's under CalEPA. Oversee and/or direct the implementation of IT security policies and practices related to the delivery and protection of information assets for BDO's. Ensure that all BDO's are in compliance with State and Agency IT security policies.

As Agency Information Security Officer (AISO), has oversight over all information technology security activities within the CalEPA. Collaborate with Agency and departmental executives and senior managers to integrate administrative security controls into Agency and BDO processes and procedures.

AISO provides oversight of Information Security Officers within the Agency BDO's and serves as the information security authority for all BDO entities without an established Information Security Officer. AISO works with various BDO's and programs to ensure that staff and management comply with the information security policies and programs. Additionally, the incumbent will assist on issues related to emergency preparedness, response, and prevention.

25% E Agency Information Security Office Operations and Management

Has full management responsibility for the Agency Information Security Office functions. The position is responsible for the planning, directing, organizing, and controlling of work activities related to Agency Information Security Office, including but not limited to: Risk Management; Information Security Governance; Incident Management; Security Awareness Program; Privacy; Oversight of Continuity of Operations and Continuity of Government Program (COOP/COG) Plans; and Security Audit and Compliance.

Has full responsibility of CalEPA's shared information security technologies that includes but not limited to firewalls, intrusion prevention systems, advanced persistent threat systems, and web application firewalls.

Management functions include budget and contract management, personnel management (Five Staff), performance management, and development and execution of operational plans. Provide recommendations and perform implementation of CalEPA IT Security improvements.

Responsible for development of technology and budget change requests based on substantiated needs. Ensure cost-effective use of resources, and identify operational cost savings related to IT Security throughout the Agency

25% E Information Security Planning and Architecture

Responsible for the development of CalEPA's Information System Security Strategic Plan. Collaborate with Agency entities, BDO Chief Information Officers, and the State Information Security Officer to ensure Agency and BDO plans align with statewide information security initiatives and support. The AISO leads all cross-BDO security planning and operational activities and participates in State-wide security planning sessions.

Research and evaluate current and new information security technologies and trends to develop an Agency information security directional road map. Collaborate with Agency and BDO IT enterprise architects, and information security teams to assist with the design and implementation of security technical controls or threat countermeasures for projects, systems, and applications. Conduct security assessment to identify gaps and develop alternatives for investment recommendations to improve agency-wide security posture in system and technical architecture, and business operations.

The AISO serves as the Chair of the Agency's IT Security Committee that governs the oversight of information technology security practices across all CalEPA entities. Responsible for monitoring compliance with established plans, schedules, and directives. Participate in strategic and business planning efforts with the Agency Chief Information Officer and Agency business areas. Provide assistance to the Agency CIO in the preparation of recommendations to Executive management.

15%E External Program Management

The AISO has on-going business relationships and dealings with external programs that cross various business and technical disciplines. As AISO, incumbent is a contact for Agency-wide IT security related subjects with the Department of Technology, Office of Information Security, Office of Emergency Services, California Military Department, California Highway Patrol and various other State, Federal, and Local agencies. The incumbent has direct contact and oversight of IT vendors contracting with the Agency for security matters. The AISO is the top security advisor to the Agency Secretary, BDO Directors, BDO Chief Information Officers, and agency-wide Senior Management on all aspects of information technology security. Review and provide recommendations to the Agency Chief Information Officer on system-wide policy and procedural issues. Serve on, or chair, special sub-committees as designated. Prepare thorough and accurate report/presentation material; provide sound technical consultation and appropriate recommendations.

Incumbent will become a contributing member of the Governance Body and Project Sponsor for the Unified Integrated Risk Management Project. This is a long-term statewide project that Governance Risk and Compliance. It will allow BDO's CDT to govern and monitor compliance and risk to ensure that BDO's are staying within their policies set forth by CDT. The project will allow CDT to obtain statewide metrics. Members of the Project will develop, evaluate, and approve requirements, vendors, solutions that will meet final requirements. Once the project is implemented, the incumbent will manage the governance risk and compliance throughout the BDO's.

5% Perform other duties as assigned

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