



Classification: Systems Software Specialist II (Technical)

Title: Information Security Specialist

Salary: \$5,814-\$7,642

Posted: 12/8/16

Permanent, Full-Time

THIS POSITION IS SUBJECT TO DEPARTMENT OF FINANCE/BUDGETARY APPROVAL

Not Your Average State Agency

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$2 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

Highlights of the Job

Under the general supervision of the Information Technology Services Division, (ITSD), Chief Information Officer, the incumbent works in the Commission's Information Security Section and performs all expert specialist functions as an Assistant Information Security Specialist. In this capacity, the incumbent works with the ISO to develop and implement all aspects of information security, physical security, privacy plans, policies, processes, procedures and standards; including electronic copy, hard copy, and any other media maintained and owned by the Commission. The Assistant Information Security Specialist, is responsible for the information security of all of the Commission's Technical Architecture and for the Technology Disaster Recovery planning for all CSAC systems.

The incumbent is also responsible for Information Security Training for all CSAC staff, which includes but is not limited to: contract and vendor staff, State employees, retired annuitants and student assistants. This position will ensure CSAC staff members are sufficiently informed as how to abide by CSAC Information Security policy guidelines. The incumbent will have interactions with both internal and external entities in the development of security and privacy policies, processes and procedures.

This position will also act in a backup capacity as the ISO when the Commission's ISO is unavailable.

Minimum Qualifications

<http://www.calhr.ca.gov/state-hr-professionals/Pages/1585.aspx>.

Desirable Qualifications

- In depth knowledge of security and control frameworks, such as NIST, ISO 17799, CoBit, COSO and ITIL.
- Extensive experience working on information security incident response/forensics.
- Experience in vulnerability assessment, threat assessment, risk management, and remediation planning.
- Experience in developing, implementing, training and managing security training.
- Experience in developing and managing Interagency Agreements.
- Experience in performing all aspects of a security subject matter expert and IT support subject matter expert within an organization.
- Experience in conducting security audits.

- Experience in developing business continuity plans.
- Excellence in customer service.
- Excellent writing and documentation skills.
- A positive and professional attitude.
- Organizational skills.
- Ability to manage time effectively and work independently.
- Experience identifying, analyzing and responding to Information Security risk factors.
- Comprehensive understanding of applicable security software.
- Act as a subject matter expert to the Commission for security software purchases and implementations.
- Understanding of network and data communications, including interoperability of different computer systems.
- An ongoing desire to learn.

Who Should Apply

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a Systems Software Specialist II (Specialist) position. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Please reference RPA #16-026/JC# 45741, Position # 270-701-1373-xxx, SSS II (Tech) ISS, in the 'Job Title' section on the application, Std. 678 and clearly state the basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment).

College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the “minimum qualifications” to determine whether transcripts may be needed.

How to Apply/Final Filing Date

Applications and résumés will be accepted by the final filing date of December 22, 2016, and will only be accepted electronically through the CalHR, “CalCareer” Jobs website, at www.jobs.ca.gov.

Applications will not be accepted by e-mail or fax. Please do not submit more than one application except under extenuating circumstances, and do not withdraw your application for minor corrections as you may not be able to resubmit another application.

If assistance is need with the electronic application process, please contact Personnel@csac.ca.gov. It can then be determined whether a hard copy application is an only option.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA STUDENT AID COMMISSION

DUTY STATEMENT

I. Position Identification:

Employee Name:	Vacant
Classification:	Systems Software Specialist II (Tech)
Working Title:	Information Security Specialist
Position Number:	270-701-1373-xxx
Location:	11040 White Rock Rd. Rancho Cordova, CA 95670
License/Other Requirement:	N/A
Date Prepared:	10/6/16
Effective Date:	

Function: *(Summary of Responsibilities)*

Under the general supervision of the Information Technology Services Division, (ITSD), Chief Information Officer, the incumbent works in the Commission's Information Security Office, and performs all expert specialist functions as Assistant Information Security Specialist. In this capacity, the incumbent works with the ISO to develop and implement all aspects of information security, physical security, and privacy plans, policies, processes, procedures and standards, including electronic copy, hard copy, and any other media maintained and owned by the Commission. The incumbent along with ISO is responsible for the information security of the Commission's Technical Architecture and for the Technology Disaster Recovery planning for all CSAC systems. The incumbent is also responsible for Information Security Training for all CSAC staff, which includes, but is not limited to: contract and vendor staff, State employees, retired annuitants and student assistants. This position will ensure CSAC staff members are sufficiently informed as to how to abide by CSAC Information Security policy guidelines. The incumbent will have interactions with both internal and external entities in the development of security and privacy policies, processes and procedures. This position will also act in a backup capacity as the ISO when the Commission's ISO is unavailable.

Reporting Relationships:

Reports directly to: The Chief Information Officer.

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Information Technology Services Division (ITSD) supports CSAC in the delivery of state services and information to our internal and external stakeholders through information technology service management using the Information Technology Infrastructure Library (ITIL) framework.

As a valued leader of the Enterprise Services Team, you make it possible for the CA Student Aid Commission (CSAC), to improve by providing expert level consultation, being innovative, resourceful, and flexible, reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as students and schools we serve.

III. Essential and Non-Essential Job Functions:

Essential Functions:

Candidates must be able to perform the following functions with or without reasonable accommodations.

- *Exists to perform the function*
- *Limited numbers of employees available to perform function*
- *Highly specialized function*
- *Removal of function would fundamentally alter the job*
- *Must be able to perform with or without reasonable accommodation*

35% Administer the Department's Information Security Program:

- Develop processes and procedures to ensure the agency's policies, procedures and compliance of security standards are met.
- Coordinate activities to ensure all staff complete security awareness training, complete confidentiality statements, and safeguard data at all times.
- Educate and make staff aware of all security compliance requirements set forth by the State ISO office, and agency security policy.
- Ensure CSAC satisfies the State Information Security policy including but not limited to: ensuring annual Security Risk Assessment is completed as specified by the State ISO and submitted to the CA ISO control agency with program compliance certification.

10% • Lead activities with Departmental personnel on IT projects by reviewing project and contact documentation to determine the need and appropriateness of proposed security provisions and reviewing proposed modifications to existing electronic information processing systems to ensure appropriate security safeguards are maintained.

10% • Lead activities in the development and maintenance of the Department's Business Continuity Plan, which is designed to allow effective and efficient recovery of critical and essential business functions in the event of a disaster. Lead the annual Disaster Recovery exercise, including ongoing policies and procedures for preparation of a disaster.

10% • Develop policies and procedures for reporting incidents involving intentional, unintentional or unauthorized use, modification, access, or destruction of the Department's information assets. Coordinate investigations of alleged incidents of security violations.

10% • Evaluate requests for release of personal/confidential information and authorizing or denying requests based on existing laws, regulations, and policies. Facilitating and/or overseeing IT risk assessments to identify potential vulnerabilities that could threaten the security of the Department's information assets.

10% • Develop security policies, procedures, and criteria for the collection, storage, access, and destruction of the Department's information assets. The policies and procedures provide the operational guidelines and delineate roles and responsibilities of Department entities for assuring the security and integrity of information assets.

5% • Consults with and advises the Chief Information Officer and Executive staff on information security matters. Acts in a backup capacity for the ISO when the ISO is unavailable.

5% • As Information Security Officer, represent the Department in coordinating information security issues and requirements with State control agencies, federal agencies, other state and local agencies, and individuals.

Non-Essential Functions:

- *Secondary to essential functions*
- *Function is a minimal part of the job*
- *Make up remaining duties of the position*
- *Can be absorbed by another staff person*

5% Other duties as required.

IV. ADA Requirement:

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

V. Physical Requirements:

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

VI. Working Conditions:

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

VII. Attendance:

Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

VIII. Signature

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the CA Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

Employee Signature

Date

Supervisor Signature

Date

*Duties of this position are subject to change and may be revised as needed or required.