

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505170

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Information Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006324

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Security Policy and Compliance Manger
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent
 Classified
 Overtime: Eligible
 Exempt
 Temporary
 Unclassified
 Intermittent
 Essential
 If FLSA Exempt, exemption type:
 Bargaining Unit 22
 PR 17
 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Leads efforts to coordinate, publish & implement ISP IT security policies, standards, procedures, goals & objectives; actively monitors security activities to ensure compliance with ISP & statewide IT security policies; reviews security plans and programs submitted to ISP by agencies and prepares recommendations for review by the State CISO and State CIO; conducts technical research & prepares formal recommendations to support multi-program IT security initiatives; advises senior administrators & makes recommendations on application of IT security policies, procedures, standards & on security features that provide for protection of ISP IT assets; develops, coordinates & implements risk management policies & processes relative to IT security (i.e., establishes ISP IT risk management strategies, establishes business & technology security strategies); serves as IT security policy consultant for ISP programs; develops metrics & benchmarks to ensure ISP IT security progress; prepares reports (e.g., findings, results, recommendations, threats, risks, trends, incidents) on technical & non-technical material; serves as project manager for technical or policy projects & facilitates IT security work groups & committees; oversees monitoring of project performance, integrity & implementation; supervises technical personnel; determines section staffing needs; prepares & monitors budget for program; reviews & approves program expenditures. Works with Statewide IT Policy manager & state enterprise architect to interpret & approve security requirements relative to capabilities of new technologies.	Knowledge of (1) computer science or information technology; (2) development, implementation & management of enterprise IT security; (3) technical project management; (4) technical research; (5) multi-organizational IT security initiatives; (6) IT security risk analysis & assessment; (7) IT security laws & regulations; (8) security requirements & issues with IT systems (e.g., operating, network, database, web-based); (9) system & application software on several platforms (e.g., network, desktop, server); Skill in (10) operation of microcomputers, peripheral equipment & software; Ability to (11) manage technical staff; (12) define problems, collect data, establish facts & draw valid conclusions; (13) interpret variety of technical material in books, journals, manuals & audiovisual form; (14) develop & implement IT security policies; (15) prepare meaningful, concise & accurate reports; (16) communicate verbally & in writing on technical & non-technical matters.
30	Manages statewide and Department of Administrative Services (DAS) efforts to promote cyber security training and general cyber security awareness. Position is unclassified per ORC 124.11(A)(9)	Knowledge of 2, 4, 6, 7, 8 Skill in 10 Ability to 12, 13, 15, 16

JOB CODE TITLE
Data Systems Administrator

JOB CODE
63135

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

3/17/14

APD 3/21/14

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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15	Conducts meetings & presentations to educate staff & promote ISP training & awareness of IT security matters & policies; provides security cost & resource estimates for input into budget process; monitors availability of grant funding opportunities & heads efforts to secure grant funding for IT security programs.	Knowledge of 2, 4, 6, 7, 8, (20) public speaking techniques & practices; (21) meeting facilitation; Skill in 10; Ability to 12, 13, 15, 16.
5	Performs other duties as assigned.	

Position is unclassified per ORC 124.11(A)(9)

* developed after employment

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Data Systems Administrator

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DATE

3/17/14

APP 3/21/14 v02