

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501720
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Privacy & Security	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006650	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Chief Privacy Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR - N/A 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
60	<p>Directs information technology (IT) privacy operations: assists director in defining agency goals & objectives; acts on behalf of & represents Office of Information Technology (OIT) Director in statewide matters of IT privacy & security; serves as statewide Chief Privacy Officer; works with Statewide IT Policy section to develop, coordinate, publish & implement statewide enterprise IT security policies, standards & procedures; actively monitors statewide IT security activities to ensure compliance with IT security policies; conducts vulnerability assessments; reviews agencies' IT security procedures & precautions, compares to industry standards & identifies lapses; conducts technical research & prepares formal recommendations to support diverse, multi-organizational IT strategic & tactical initiatives; advises & makes recommendations on application of IT security policies, procedures, & standards & on security features that provide for protection of IT assets; develops, coordinates & implements risk management policies & processes relative to statewide IT security (e.g., establishes enterprise IT risk management strategies, establishes business & technology security strategies, conducts vulnerability assessments, develops business continuity plans, develops incident response capabilities); serves as IT security consultant for state agencies; develops metrics & benchmarks to ensure statewide IT security progress; develops statewide IT security reporting policies & procedures; identifies IT security impacts of state/federal IT security laws & regulations; prepares reports (e.g., findings, results, recommendations, threat, risk, trends, incidents) on privacy issues; oversees Risk Management Services section of Service Delivery Division; establishes network of security experts to share information, identify lessons learned & stay in tune with recent developments in IT security measures & threats; regularly makes IT security presentations as State of Ohio representative to national & state organizations (e.g., governmental agencies & officials, conferences & technical/standards committees relative to IT security); serves as project manager for technical or policy projects & facilitates IT privacy work groups.</p>	<p>Knowledge of (1) information technology privacy issues; (2) development, implementation or management of enterprise IT privacy/security; (4) public speaking techniques & practices; (5) meeting facilitation; (6) technical project management; (7) technical research; (8) multi-organizational IT strategic & tactical initiatives; (9) IT security risk analysis & assessment; (10) IT security laws & regulations; (11) IT security requirements & issues with various network operating systems, computer operating systems, database systems, web-based systems & application software on various network platforms, desktop platforms & server platforms; (12) exploitation patterns of various forms of malicious code; (13) IT security principles & methods for implementation; Skill in (14) operation of microcomputers, peripheral equipment & software; Ability to (15) define problems, collect data, establish facts & draw valid conclusions; (16) interpret variety of technical material in books, journals, manuals & audiovisual form; (17) deal with many variables & determine specific action; (18) originate instructions & specifications concerning proper use of computer hardware; & software; (19) prepare meaningful, concise & accurate reports; (20) communicate verbally & in writing on technical & non-technical matters;</p>

JOB CODE TITLE
 Policy Staff
 JOB CODE 99585
 APR 7-2012 WZ

List Position Numbers & Job Titles of Positions Directly Supervised: See TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/10/12
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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
JOB CODE TITLE 99585 APD 7-2012 w Policy Staff	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	25	Shapes state strategy & participates in statewide incident response & recovery: determines & promotes statewide training & awareness of IT privacy matters & policies; maintains database of privacy/security contacts within state agencies; works with Statewide IT Policy Manager & State Enterprise Architect to interpret & approve security requirements relative to capabilities of new technologies.	(21) translate IT laws & regulations into technical specifications & policy; (22) establish acceptable levels of risk & translate IT security program elements into IT security policy. Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 10, 12, 13, 14, 15, 16 Skill in 16 Ability to 17, 18, 19, 20, 21, 22, 23, 24, 25	
	15	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 7, 8, 10, (25) budgeting Ability to 18, 21, 23	
		Position is unclassified per 124.11(A)(26) of Ohio Revised Code		
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