

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY - DAS

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of the Chief Legal Counsel

POSITION NUMBER
20006650

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Chief Privacy Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005401 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	<p>Plans, directs, formulates, develops & promotes policy for the protection of sensitive data on state-wide basis; recommends best practices & tracks privacy developments and trends; assists in development, coordination, publication & implementation of statewide enterprise data privacy & security policies, standards, procedures, & guidance materials; recommends legislative changes; develops statewide privacy strategic program using nationally & internationally recognized standards; develops business case for privacy initiatives; monitors national & international privacy trends; provides guidance on current policies & practices related to specific situations as they arise; conducts area specific research & prepares formal recommendations to support diverse, multi-organizational data privacy strategic & tactical initiatives; serves as data privacy consultant for state agencies & legislature; builds consensus among multi-agency stakeholders; leads in development of privacy & security awareness & training programs; keeps Department of Administrative Services (DAS) Chief Legal Counsel apprised of privacy & security trends; works with internal & external audit to ensure compliance with privacy & security policies; acts as part of incident response team; prepares reports (e.g., findings, results, recommendations, threat, risk, trends, incidents) on privacy issues; fields privacy-related complaints and media requests; establishes Chief Privacy Officer advisory board made up of experts to share information, identify lessons learned & stay in tune with recent developments in data privacy; regularly makes privacy, and related presentations as State of Ohio representative to national, state & local organizations (e.g., governmental agencies & officials, conferences & standards committees); serves as project manager for policy projects & facilitates data privacy work groups.</p>	<p>Knowledge of (1) data privacy and security issues; (2) development, implementation or management of enterprise data privacy program; (4) public speaking techniques & practices; (5) meeting facilitation; (6) project management; (7) subject-matter research; (8) multi-organizational IT strategic & tactical initiatives; 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 material in books, journals, manuals & audiovisual form; (17) deal with many variables & determine specific action; (18) originate instructions & specifications concerning proper data handling; (19) prepare meaningful, concise & accurate reports; (20) communicate verbally & in writing on technical & non-technical matters; (21) translate relevant policies, laws & (continued) regulations into technical specifications & policy.</p>
20	<p>Collaborate with Chief Information Security Office (CISO) and other government and private sector CPOs and CISOs on privacy and security related initiatives; collaborates with CISO in development of statewide privacy and security strategic plan and program using nationally and internationally recognized standards; collaborates with CISO in development of privacy and security awareness and training programs; collaborates with CISO in risk assessments, and vulnerability testing; collaborates with CISO in keeping state leadership apprised of privacy and security trends; collaborates with CISO to evaluate and recommend information privacy technologies.</p> <p>Position is unclassified per 124.11(A)(9) of Ohio Revised Code & is overtime exempt.</p>	<p>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</p>

JOB CODE TITLE
Policy Staff

JOB CODE
99585

List Position Numbers and Class Titles of Positions Directly Supervised:
20074261 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



6/17/08

APP 6-16-08