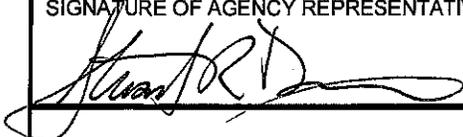


POSITION DESCRIPTION		AGENCY/DEPT ID DAS501710
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IT Security	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006651	<input checked="" 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 Information Security 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 18 Page 1 of 1
	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
65	Serves as Chief Information Security Officer (CISO) & administers & superintends information technology (IT) security plan & program development, security standards oversight, compliance management, security analysis & support, & incident response: advises statewide agency directors, assistant directors, & chief information officers (CIOs) on IT security; leads development of statewide cyber security strategic plan & program using nationally & internationally recognized standards & controls; determines the most critical areas to address; designs & updates information security plans, goals, & objectives; develops business cases for security initiatives; researches, evaluates, & leads procurement of security technologies; monitors security trends locally & nationally; prepares cost & budget estimates; participated in contract & vendor negotiations; builds consensus among multi-agency stakeholders; takes part in internal & external audits; along with Chief Privacy Officer (CPO), leads incident response planning & incident response team; leads security breach investigations; ties in statewide security efforts to MS-ISAC & other state & federal organizations.	Knowledge of (1) recognized computer security best practices; (2) IT standard development; (3) business & IT planning; (4) security measures, technology & applications; (5) State of Ohio OIT & Dept. of Administrative Services policies & procedures*; (6) Federal statutes, regulations, policies, & guidelines pertaining to computer security; (7) technical writing techniques; (8) security architecture; (9) TCP/IP protocols; (10) computer hardware systems; (11) integration of firewalls, intrusion detection/prevention systems, users authentication systems, virtual private networks; (12) computer networking both wired & wireless; (13) business continuity & disaster recovery planning. Skill in (14) operation of computer terminals & peripherals; Ability to (15) create & read flowcharts, (16) interpret extensive variety of technical material in books, manuals, & network/system diagrams; (17) cooperate with coworkers on projects & group activities.
25	Collaborates with Chief Privacy Officer (CPO) & other government & private sector CISOs locally & nationally on privacy & security related initiatives; collaborates with CPO on statewide IT security policies; assists CPO in development of security awareness & training programs; assists CPO in keeping state leadership apprised of security trends & CISO activities.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, (18) basic computer forensic procedures, Skill in 14 Ability to 15, 16, 17
10	Performs other administrative functions as required: prepares reports & analyses on assigned administrative & support functions; attends &/or conducts meetings; manages special projects; conducts performance evaluations.	Knowledge of 3, 4, 5*, 6, 7, 8, 10, 11, 12 Skill in 14 Ability to 15, 16, 17. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/22/12
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