

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
OIT/Privacy & Security Services

POSITION NUMBER
/ 20006651

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Chief Information Security Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006648 Assistant Director 4

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Serves as Chief Information Security Officer (CISO) & provides advice & guidance to statewide agency directors, assistant directors, & chief information officers (CIOs) regarding information technology (IT) security plan & program development, security standards oversight, compliance management, security analysis & support, & incident response: 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 ((spell out)) (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	Collaborate with Chief Privacy Officer (CPO) & other government & private sector CISOs locally & nationally on privacy & security related initiatives; collaborate with CPO on statewide IT security policies; assist CPO in development of security awareness & training programs; assist 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

*developed after employment

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3/15/07

App 3-20-09 CB

