

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501720DIVISION OR INSTITUTION
Office of Information TechnologyUNIT OR OFFICE
Privacy & SecurityCOUNTY OF EMPLOYMENT
FranklinPOSITION NUMBER
20006650☐ Reclassification☐ New Position☒ UpdatePosition Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Chief Privacy OfficerPOSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION☒ Permanent
☐ Temporary
☐ Intermittent☐ Classified
☒ Unclassified
☐ EssentialOvertime: ☐ Eligible ☒ 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

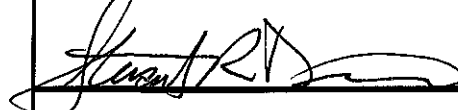
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	<p>Directs information technology (IT) privacy operations: assists director in defining agency goals & objectives; acts on behalf of & represents Office of Information Technology (OIT) Director in statewide matters of IT privacy & security; 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>

List Position Numbers & Job Titles of Positions Directly Supervised:

See TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/10/12

JOB CODE TITLE
Policy StaffJOB CODE APP 7-20-12 WZ
99585


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