

# 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

☒ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐  
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Chief Information Security Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

☒ Permanent  
☐ Temporary  
☐ Intermittent

☐ Classified  
☒ Unclassified  
☐ Essential

Overtime: ☐ Eligible ☒ 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

JOB CODE TITLE  
Data Systems Administrator

JOB CODE  
64135  
ADD - 6/22/12 WZ