

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INFORMATION SECURITY OFFICER - CCT TECHNOLOGY CENTER

L217.100

BASIC FUNCTION: Under the administrative direction of an assigned administrator, the Information Security Officer will establish, plan, coordinate, prioritize and oversee the overall policies, goals and procedures for the information security functions of the California Community Colleges Technology Center. The ISO will work to ensure information security efforts system-wide are coordinated and in compliance with reducing overall security risk and are under explicit management control. This position is also responsible for establishing and maintaining a framework to ensure that information security strategies are aligned with CCC Chancellor's Office (CCCCO) objectives and are consistent with applicable laws and regulations. Performs related work as required.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Develops, establishes, plans, coordinates, prioritizes, assigns, reviews and oversees the overall goals, objectives and policies and procedures for the information security functions of the CCCTC and California Community Colleges (CCC) system; implements approved policies and procedures, ensures compliance with established policies and procedures and makes recommendations for changes and improvements.
- *2. Develops and delivers a comprehensive information security and privacy program for the CCCTC and CCC system. The scope of this program will include information in electronic, print and other formats, will include promotional activities expounding the value of information security and will support the CCCCCO's Information and Technology Strategic Plan.
- *3. Ensures information security efforts system-wide are properly coordinated and in compliance with reducing our overall security risk.
- *4. Ensures that information created, acquired or maintained is used in accordance with its intended purpose to protect its infrastructure from external or internal threats and to ensure the CCCTC complies with statutory and regulatory requirements regarding information access, security and privacy.
- *5. Works with key Information Technology offices, data custodians and governance groups in the development of Information Security policies and procedures and will oversee the dissemination of standards and policies and procedures to the CCC System.
- *6. Develops and implements an ongoing risk assessment program targeting information security and privacy matters; recommends methods for vulnerability detection and remediation and performs and/or oversees vulnerability testing.
- *7. Serves as the official point of contact for the CCCTC regarding system-wide information security matters and all other security issues and/or incidents.
- *8. Serves as the CCCTC's compliance officer with respect to state and federal information security policies and regulations. Works with campus-designated Family Education Rights and Privacy Act (FERPA), Records Access and HIPAA-privacy Officers on compliance issues as necessary. Prepares and submits required reports to external agencies.
- *9. Develops and implements an incident reporting and response system to address CCCTC and CCC system security incidents (breaches) and responds to alleged policy violations and/or complaints from internal and external parties.
10. Keeps abreast of the latest security and privacy legislation, regulations, advisories, alerts and vulnerabilities pertaining to the CCCTC and CCC system and its mission and will apply them as appropriate. Conducts continual research to maintain knowledge of leading edge technology, customer needs and overall requirements of the CCCTC and CCC system; stays current with advancements in technology relative to data administration, security and related services; makes recommendations to evolve information security practices and procedures to accommodate such changes.
- *11. Develops all formal and informal maintenance processes, methodologies and standards for the CCCTC and CCC system's information security. This is a key area of focus for future years of continued expansion for System Information Architecture.
- *12. Provides strategic budget analysis and planning for all one-time and on-going strategic information security projects.
- *13. Prepares cost estimates for budget recommendations and projections; controls and authorizes expenditures in accordance with established limitations; establishes and maintains financial controls to meet annual and short and long-range goals for programs, projects and services; assists with the identification of resource needs and reviews those identified with appropriate management staff and allocates established resources accordingly.
14. Participates in conferences and activities to promote and validate information security.
15. Represents the CCCTC on advisory Boards, association events, vendor sponsored events and in local, state and national security organizations.

16. Researches new grants to possibly expand services related to information security; participates in grant development, preparation, application and implementation.
17. May serve on a variety of CCC and/or District committees, statewide workgroups or committees and national committees as requested.
18. Performs related work as required.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**

- A Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Management Information Systems or a related field; AND
- Four (4) years of experience in computing and security, including experience with information risk management and assessment; AND
- Two (2) years of supervisory experience

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Must have a valid California state driver's license maintained throughout duration of employment with the District.
- Travel is required.
- One or more of the following certifications is required:

a) CISM: Certified Information Security Manager	d) CISSP: Certified Information System Security Professional
b) SSCP: Systems Security Certified Practitioner	e) CISA: Certified Information Systems Auditor
c) SANS/GIAC: Global Information Assurance Certification	f) or the equivalent

DESIRED QUALIFICATIONS:

- Extensive experience in computer and information security assessment.
- Experience in disaster recovery, business resumption and contingency planning.
- Experience auditing or evaluating complex controls required to protect a sophisticated information infrastructure.
- Master's Degree.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: laws and ordinances pertaining to the specific responsibilities of the position; California Community College instructional and student services; preventive, detective and corrective controls that serve to protect information resources; computer security issues, requirements and trends; information security standards and laws, including HIPAA and FERPA, etc.; current technologies and best practices in software development methodologies; auditing or evaluating complex controls required to protect a sophisticated information infrastructure; services available to assess the security of information technology; online teaching and learning methodologies; meeting deadlines; student portals; an appreciation and understanding of the mission of the California Community Colleges; working effectively with a wide range of people; principles of public speaking; communicating effectively with individuals and groups; supervisory and managerial concepts and principles; gathering and analyzing data and making relevant recommendations based on that analysis; using appropriate software in the completion of job duties.

Ability to: apply district and CCCCO policies, rules and procedures; research and study complex technology environments, entities and components and apply that study to an effective evaluation of controls surrounding the environment; perform information systems audits and/or security assessments; understand a variety of platforms, operating systems and applications and understand interoperability capabilities and constraints among such components; display excellent written and oral communication skills; conduct outreach and build consensus between multiple stakeholders; interpret rules and regulations related to information security and data confidentiality; develop innovative solutions; interpret the laws, rules and regulations regarding grants; write grants and submit grant applications; show familiarity with statewide organizations involved with community colleges technology and research; make sound, educated decisions; work independently; provide work direction and guidance to assigned staff; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; make public presentations; effectively communicate technology-related and security-related issues; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation and management of budgets; analyze complex financial, statistical and narrative data; prepare comprehensive, clear and concise reports and recommendations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide direct supervision to subordinate professional and classified staff.

PHYSICAL EFFORT:

Normal office environment. Sitting or standing for moderate periods of time; may include the need to sit or work at a computer terminal for long periods of time; may be required to walk/travel across campus or to off campus locations.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment, travel will be required.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act., Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.