EL CAMINO COLLEGE

INFORMATION SECURITY OFFICER

Classification:	Classified Administrator	Retirement Type:	PERS*
Salary Range:	11	Retired/Board Approval:	June 17, 2024

KEY ROLES/RESPONSIBILITIES

Under the general direction of the Director of Information Technology Services, exercise leadership of the areas assigned providing functional supervision over assigned positions. Implement the department's or unit's vision and develop, organize, and implement goals and objectives; plan, develop, organize schedule, direct, improve and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including the College's IT security program and controls; security risk assessment and mitigation; incident response activities; and full compliance with relevant regulatory requirements and standards.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and Administrative Services Area; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from the Director of Information Technology Services.

- Supervise, motivate, and evaluate the performance of assigned staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.

- Review and recommend staffing patterns, approve goals and performance objectives for personnel.

- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.

- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

REPRESENTATIVE DUTIES
The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

I. LEADERSHIP

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned departments or units. Articulate a clear vision of assigned areas, including services, applications, and benefits provided. Lead and manage change within assigned departments or units and across the Administrative Services Area as directed.

2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within and among assigned units or departments.

3. Participate actively in the life of the College, including operational processes and initiatives, by serving on College committees, workgroups, task forces, and councils as assigned.

4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement the department's budget.

5. Enhance innovation and participation in issues related to areas of assignment to ensure ongoing sustainability of the College.

6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.

7. Be accountable for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement within assigned areas and implement actions to strengthen services to students and the campus community.

8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility and Anti-racism.

9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

II. FUNCTIONAL RESPONSIBILITIES: *College Level*

1. Provide effective oversight and ongoing guidance over all aspects of the areas assigned, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.

2. Monitor and improve the delivery of services throughout the areas assigned. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.

3. Support the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.

4. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned service areas.

5. Provide timely operational, technical, and functional information to the Department Head, Vice President, and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.

6. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff.

7. Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up- to-date certification for CSA status.

FUNCTIONAL RESPONSIBILITIES: *Job Level*

1. Collaborate with the College's academic and administrative units and relevant ITS support teams to facilitate IT risk assessments. Implement risk management processes and best practices. Identify location, type, sensitivity, ownership, and access requirements for data being used by the College. Establish appropriate controls and standards in consultation with supervisor, department, or division/area personnel, and other key constituencies as appropriate.

2. Monitor the external IT environment for emerging threats. Effectively configure and utilize available systems, alerts, and other sources of information to identify and address security threats and events. Advise supervisor on appropriate course of action. Document risk analysis of security threats for management review.

3. Research, evaluate, and recommend appropriate IT security systems, technology, controls, and solutions (e.g., firewalls, intrusion detection/prevention, and vulnerability scanners.) Provide detailed pros and cons, build vs. buy analyses of options. Ensure plans and designs consider security controls, performance, confidentiality, scalability, access, cost, etc.

4. Oversee the implementation of security testing projects and other system plans. Validate project adherence to College policies and standards. Ensure regulatory compliance through thorough testing, assessment, and remediation prior to full implementation.

5. Develop, implement, and manage College-wide IT security incident response processes and procedures. Lead the investigation, coordination, resolution, and closure on security incidents as they are escalated or identified. Generate fact-based reports. Document incident response processes/protocols and updates as needed.

6. Develop, implement, and maintain a College-wide IT security plan and obtain plan sign-off from key stakeholders and constituencies, as appropriate. Execute a plan that ensures the integrity and confidentiality of information residing in College workstations, servers, mobile devices, and related computer peripherals.

7. Maintain an in-depth technical documentation repository of College systems, networks, and core applications.

8. Lead the planning, testing, and tracking of periodic, College-wide IT security audits. Identify security gaps and deficiencies through risk assessments and recommend

corrective action of identified vulnerabilities and weaknesses. Ensure requisite compliance monitoring is in place to expeditiously identify control weaknesses, compliance breaches, misuse trends, and/or operational loss events.

9. Serve as a subject matter expert on College strategies for information security processes. Ensure implemented processes align to regulatory Federal, State, and industry requirements and College policies.

10. Develop, implement, and manage a College-wide IT security awareness and training program that fosters a risk and compliance-focused culture. Ensure training programs align information security activities with regulatory requirements and internal risk management policies. Provide regular guidance, resources, and advocacy on current best practices for information security.

11. Assist with the development and implementation of business continuity and disaster recovery plans to ensure comprehensive information security and mitigation of risks. Assess and manage the adequacy of mitigation and remediation plans of known cyber security vulnerabilities and threats.

12. Ensure information security risks, recommendations, and mitigation technologies are identified, articulated, and communicated through the District's governance process. Develop and communicate current IT security posture status, IT security strategies, and progress on IT security initiatives to key organizational units, executive management, and the College Board of Trustees, as needed.

13. Establish and maintain an effective network of professional contacts. Collaborate with other colleges and universities to share information or resources, as appropriate. Develop and manage partnerships with IT security vendors and consultants.

14. Monitor changes in laws, regulations, and technology that may affect College or departmental operations; review College policies and procedures to ensure compliance; and implement policy and procedural changes as required. Lead the review and formal approval process for policy and procedural updates to meet or exceed industry standards, compliance requirements, and end-user expectations. Oversee and participate in reviewing, processing, and training staff on State and Federal rules and regulations related to IT resources.

15. Serve as an active participant on the ITS leadership team; collaborate with other managers within the unit in the development of operational plans and priorities and related initiatives.

III. RELATIONSHIPS

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.

2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

3. Work closely with other departments within the Administrative Services Area and across the College to foster and facilitate a seamless student experience and increase student success.

4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement assigned programs and activities and provide information to others.

5. Attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.

6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the department, Administrative Services Area, and the College.

7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government as appropriate.

8. Participate as an active member of the Department's management team.

IV. ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.

2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.

3. Train, supervise, motivate, and evaluate the performance of assigned managerial, professional, operational, technical, and support personnel; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.

4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.

5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.

6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Information Technology, or related field.

Experience: Five (5) years of increasingly responsible experience in IT networks, systems, or security-related positions.

LICENSES AND OTHER REQUIREMENTS

CISSP (Certified Information System Security Professional) desirable, but not required.

CISM (Certified Information Security Manager issued by ISACA) desirable, but not required.

CISA (Certified Information Security Auditor issued by ISACA) desirable, but not required.

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

Knowledge/Areas of Expertise: *College Level*

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College, as they apply to areas assigned.
- Understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of business administration, management, marketing, and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Grant proposal writing and special funding resources applicable to areas supervised.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Effective change management principles and practices.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.

- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

Knowledge/Areas of Expertise: *Job Level*

- Thorough knowledge of the IT environment in higher education or other public/government agency.
- Extensive knowledge of information security, governance, risk, regulatory, and compliance practices and standards, including relevant laws/regulations (e.g., FERPA, HIPAA, GLB Act, Sarbanes-Oxley.) Knowledge of IT risk and control frameworks (e.g., CoBIT, ISO, NIST, ITIL, PCI) within institution-wide networks, systems, and applications.
- Comprehensive knowledge of effective IT security systems, network architectures, concepts, techniques, tools, including IT security management industry best practices and standards.
- Effective development of educational programs covering security awareness.
- Effective development and implementation of IT security policies and procedures, including IT security auditing and monitoring.
- Effective management of network and system security components (e.g., firewalls, intrusion detection/prevention systems.)

Abilities/Skills: *College Level*

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.

- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Administer and control the budget for program areas as assigned.
- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, press releases, and promotional materials as required. Prepare and deliver effective presentations as requested.
- Utilize effective planning and organizational skills. Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide guidance and assistance to the functional and operational areas within the assigned Department.
- Utilize effective leadership, counseling, and modeling skills. Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

Abilities/Skills: *Job Level*

- Effectively identify, prioritize, and communicate the impact of IT security risks and exposures.
- Effectively identify technical IT security operational issues and opportunities and make sound recommendations to improve IT security services within areas of responsibility.
- Maintain compliance with applicable IT security-related laws and regulations.
- Effectively develop and test business continuity and disaster recovery plans.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.
Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*.*

Work Environment
Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

Physical Demands
Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands, wrists, and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.