

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TECH, MGMT AND BUDGET - IT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Cyber Security and Infrastructure Protection
4. Civil Service Position Code Description State Administrative Manager-1	10. Division Risk, Compliance & Delivery
5. Working Title (What the agency calls the position) Manager, Risk, Compliance & Delivery	11. Section Risk, Compliance & Delivery
6. Name and Position Code Description of Direct Supervisor VACANT STATE DIVISION ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor JAMIE BENNETT; SENIOR MANAGEMENT EXECUTIVE	13. Work Location (City and Address)/Hours of Work MSP Headquarters, 7150 Harris Drive, Dimondale, MI 48821 / Monday through Friday, 8:00 a.m. – 5:00 p.m.

14. General Summary of Function/Purpose of Position

Under the direction of the Director of Risk, Compliance & Delivery, this position is responsible for planning, organizing, directing and controlling the work activities of the Risk, Compliance and Delivery Division within Cybersecurity and Infrastructure Protection. This position is responsible for formulating current and long-range programs, plans and practices, based on State Agency needs for the security, integrity and reliability of State-managed programs and applications. This includes the management and oversight of security service level agreements, disaster recovery test plans, facility, platform and network risk management and the coordination of liaison services to the Department's client agencies. This position is responsible for selecting and assigning staff, conducting staff meetings to discuss programs and projects and identifying staff development needs as they relate to the goals of the division and the department. This is a working manager position and will be involved in conducting state of Michigan's security accreditation process.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Manage and direct the employees and contractors assigned to the Agency Liaison Section of Risk, Compliance and Delivery Division. Establish goals and monitor progress.

Individual tasks related to the duty:

- Complete recruitment for MCS liaisons open and vacant positions for Risk Compliance and Delivery.
- Establish performance plans that include objective measures and individual development plans aligned with DTMB Objectives for current and future years.
- Complete quarterly and annual performance evaluations for direct reports (MCS liaisons in state employment).
- Monitor staff and develop recommendation for allocation of resources, based on the needs of the office.
- Select, train and develop staff to provide effective customer service to assigned client agencies.
- Evaluate employee performance, counsel employees and take disciplinary action, as required.

Duty 2

General Summary:

Percentage: 30

Assist RCD Director in creating a risk driven security compliance environment for the State of Michigan by creating a simplified Security Governance Framework and changing State of Michigan Policy, Standards, and procedures

Individual tasks related to the duty:

- Explore and expand on partnering opportunities with State agencies, local government units, and vendors to improve and expand on customer service.
- Participate in conducting security accreditation process using State's GRC tool within the State of Michigan agencies/departments under the MCS leadership. Assist Risk Compliance Division Director with all applicable compliance requirements, i.e., NIST, COBIT, CJIS, IRS, PCI, HIPAA, etc.
- Complete system accreditation process in GRC tool as MCS liaison.
- Assist and train agencies in completing data classification, system registration, risk assessment and Plan of Action and Milestone in GRC tool.
- Provide customer service to agencies.
- Attend meetings as specifically requested or as needed by MSP, DMVA, and MDOC.
- Ensure all the compliance requirements, i.e., CJIS, IRS, PCI, have been implemented in MSP, DMVA, and MDOC applications.
- Attend other meetings, and perform other duties as assigned by the MCS management.
- Train MCS liaison, agency, and DTMB agency services staff in regard to security practices, risk assessment process, and GRC tool.
- Maintain technical certifications related to enterprise security and vulnerability assessment.
- Perform additional duties as assigned.

Duty 3

General Summary:

Percentage: 20

Provide technical and operational support for various security and security monitoring projects and programs established within MCS.

Individual tasks related to the duty:

- Perform biweekly (full week) EASA reviews with the MCS, Security Architecture group/team.
- Establish lost/stolen equipment process and Authorized Requesters processes and obtain management's approvals for each process before rolling out.
- Directly oversee the lost/stolen equipment process and provide monthly reports to MCS management and agencies.
- Monitor Authorized Requester process is working a indented and ensure monthly reports are accurate and timely published.
- Provide technical and operational support for state of Michigan's security awareness program and phishing campaign, as needed.
- Assist in review and input of DTMB's security Policies, Standards, and Procedures.
- Perform other duties as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position will work with the Division Director and MCS Management with regard to security accreditation process and developing mitigation strategies for the agencies. These will be coordinated with the overall goals and plans for cyber security.

17. Describe the types of decisions that require the supervisor's review.

Supervisory approval is required when decisions have a policy or financial impact.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Minimal physical effort will be required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
LAURA KINCH	INFO TECH MANAGER-3	VACANT	INFO TECH STUDENT ASSISTANT
CHARDAY BEAN	INFO TECH MANAGER-3		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?
Manager prepared.

23. What are the essential functions of this position?
Familiarity with State government organization and functions, knowledge of principles and techniques of information technology/network security and disaster recovery.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.
New position.

25. What is the function of the work area and how does this position fit into that function?
This work area is responsible for risk assessment and management for the DTMB Agency Service teams. This position serves as manager of all of these functions.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:
Possession of a bachelor's degree in any major.

EXPERIENCE:

State Administrative Manager 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Alternate Education and Experience

State Administrative Manager 15
Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to provide direction to technical staff, departmental development teams and management on specific areas of information security. Ability to communicate effectively verbally and in writing. In-depth knowledge and familiarity with network security methodology and investigative techniques, relative to IT infrastructure and the State's IT resources.

CERTIFICATES, LICENSES, REGISTRATIONS:
Duties may involve use of personal vehicle. Employee will be subject to a background investigation. Employee must meet all security requirements established by the various departmental data center and the Department of Information Technology. CISSP certification is preferred, but not required.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.
N/A

I certify that the entries on these pages are accurate and complete.

CARRIE WILLIAMS

4/18/2019

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date