

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. DEPSPL2V21N
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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 DOC-CORRECTN CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Budget and Operations Administration
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Office of Research and Planning
5. Working Title (What the agency calls the position) Security / Privacy Specialist	11. Section Data Security and Privacy
6. Name and Position Code Description of Direct Supervisor BARNHART, DINA A; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BURTOVOY, KEVIN L; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work Grandview Plaza; 206 E Michigan Ave., Lansing, MI 48933 / Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

This position is a BOA (Budget and Operations Administration) Information Security and Privacy specialist for the Office of Research and Planning, Data Security and Privacy unit supporting Michigan Department of Corrections (MDOC) Security Accreditation Process (MiSAP). The Information Security and Privacy specialist serves as the lead subject matter expert for coordinating the development, integration, research, evaluation, and recommendation of security controls, business process flows, and standards to maintain the confidentiality, integrity, and availability of Michigan Department of Corrections (MDOC) data during the Security Accreditation Process (MiSAP). This position provides expert level oversight of MDOC's completion and maintenance of System Security Plans for department-wide applications, ensuring alignment with existing DTMB-implemented technical controls and statewide security requirements. This position serves as the subject matter expert responsible for interpreting SOM IT Technical Standards, NIST 800-53, HIPAA, CJIS, and other required regulations, policies and frameworks using the State of Michigan's GRC tool, documentation and other materials as required. This position serves as the liaison to DTMB, contracted vendors, and MDOC staff for the designated business areas. In addition, this position functions as the subject matter expert for internal, State or Federal audits, providing outreach to IT and non-IT staff, data collection, exception handling, and conducting presentations on relevant security and privacy topics within the work area.

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: 60

This position serves as the MDOC's subject matter expert for the documentation, alignment, coordination, research, evaluation, and recommendation of security controls, business process flows, and standards to maintain the confidentiality, integrity, and availability of MDOC data during the Security Accreditation Process (MiSAP). The position works in collaboration with DTMB staff to ensure MiSAP documentation accurately reflects existing statewide and DTMB-implemented security controls and provides expert-level guidance to ensure MDOC's program responsibilities are consistently met.

Individual tasks related to the duty:

- Leads the development, review, and compliance of security policies and the classification of information assets.
- Serves as the business security subject matter expert for the implementation, verification, monitoring, and recommendation of security controls and business process flows for Department of Corrections (MDOC).
- Provides expert level guidance to the Information System Owner and Information Owner regarding mitigation and remediation of the System Security Plan and Plan of Action and Milestones (POAM).
- Subject matter expert for interpretation of SOMIT Technical Standards, NIST 800-53, HIPAA, CJIS, and other required regulations, policies and frameworks.
- Liaison with Data Custodians to ensure that defined, implemented, and reviewed security controls appropriately match data classification and ensure that information systems and data are properly protected from unauthorized access, modification, disclosure, and destruction.
- Develops and maintains an enterprise data system security framework, including plans, policies and procedures.
- Represents the MDOC Security Unit in meetings and projects and provides guidance on MiSAP related issues.
- Advises management on strategies to ensure adherence to the work area's Michigan Security Accreditation requirements in support of the annual system security and risk plan.
- Leads project planning meetings and project related activities.
- Analyzes and documents agency metrics associated with the security posture of all systems within the Agency by collecting and generating reports on standard security metrics.
- Provides training to staff to ensure they understand and can perform required security and compliance duties.

Duty 2

General Summary:

Percentage: 20

Responsible for interpreting and applying SOM IT Technical Standards, NIST 800-53, HIPAA, CJIS, and other required regulations, policies, and frameworks to support MDOC security and privacy compliance, including audit preparation, review, and collaboration with DTMB, vendors, and business areas.

Individual tasks related to the duty:

- Interprets and applies SOM IT Technical Standards, NIST 800-53, HIPAA, CJIS, and other applicable regulations and frameworks to MDOC business processes, security documentation, and compliance activities.
- Leads and supports evidence collection, reviews and evaluates audit responses, collaborating across multiple MDOC areas to support work area Federal and State Security/Audits.
- Reviews and evaluates compliance findings and leads technical audit and security compliance for audit entrance/exit briefings and interviews.
- Analyzes business area work processes and employee job duties to determine best practices for all MDOC enterprise-wide software applications.
- Works with DTMB and vendors to establish and document new user security roles.
- Develops policies and procedures as they relate to MiSAP and Security compliance.
- Provides outreach to IT and non-IT staff to support awareness and understanding of security and privacy requirements.
- Assists the Agency Security Officer in ensuring that information systems have adequate security controls in place to meet all state and federal laws, regulations and policies.
- Trains, reviews, and audits the work of Data Security/Privacy Analysts and Technicians in section to ensure accuracy, compliance, and adherence to established standards.

Duty 3

General Summary:

Percentage: 15

Provides expert oversight of software and information systems exception handling.

Individual tasks related to the duty:

- Coordinates with the Agency Security Officer to ensure that information systems have adequate security controls exceptions (TRB) in place.

- Supports the Agency Security Officer by evaluating whether non-standard application software has adequate security controls in place (SXR).
- Monitors caveats to ensure compliance and reporting to leadership.
- Collaborates with DTMB and vendors to establish and document exception handling, including monitoring and mitigation/remediation solutions.
- Analyzes and documents Agency metrics associated with the security exceptions.

Duty 4

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

- Special projects as requested by MDOC management.
- Participate in project planning meetings and project related activities.
- Perform IT-related training and assistance upon request.
- Attend IT related meetings and seminars upon request.
- 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 makes independent decisions and recommendations about the MiSAP process for both existing enterprise applications and new solutions. These decisions are based on security expertise and help determine MDOC priorities within the MiSAP process. They affect the people and teams who work with our systems and MDOC's overall security posture.

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

Decisions involving significant changes to security exceptions, policies, procedures, or budgets, as well as any actions that may impact business continuity or compliance, will require supervisor review and approval.

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.

The job requires extended periods of computer usage.

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.

Additional Subordinates

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

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Yes.

23. What are the essential functions of this position?

The essential function of this position is to provide expert-level oversight, coordination, evaluation, and guidance for the security controls, processes, and standards that protect the confidentiality, integrity, and availability of State of Michigan data, including ensuring compliance with applicable security frameworks, policies, and regulatory requirements.

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

New establishment.

25. What is the function of the work area and how does this position fit into that function?

The Data Security and Privacy section is responsible for developing and maintaining MDOC's enterprise security and privacy policies, procedures, data protection standards, and access governance, as well as overseeing the overall security and privacy posture of MDOC information systems. This position supports that function by providing expert oversight of user access governance; defining, testing, and documenting access roles based on least-privilege principles; and ensuring consistent application of security and privacy requirements across MDOC applications. The work area also manages the completion and maintenance of System Security Plans and supports MDOC's responsibilities within the Michigan Security Accreditation Process (MiSAP) to ensure compliance with applicable state and federal laws, regulations, and policies.

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:

Departmental Specialist 13 - 15

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of advanced principles, concepts, techniques, and best practices of information security. Knowledge of the disciplines of information security.
- Ability to prepare and develop reports, document findings, and provide information.
- Knowledge of MDOC software applications, security database applications and how they are used by Department staff in the performance of their job functions according to Department policy and procedure.
- Knowledge of the operational and technical problems involved in the administration of a specialized program.
- Knowledge of the assigned program specialty.
- Knowledge of methods of planning, developing, and administering programs.
- Knowledge of state and federal laws and legislative processes related to the work.
- Knowledge of the need, preparation, and use of reports.
- Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknown and numerous contingency factors are involved.
- Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Ability to plan, coordinate, and expedite work projects.
- Ability to interpret complex rules and regulations.
- Ability to communicate with others verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

CHRISTOPHER KIRKLAND

7/29/2026

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