

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: DEPSPL2071N

Civil Service Class and Level: DEPARTMENTAL SPECIALIST-2

Working Title (What the agency calls the position): Data Privacy Specialist

Name and Position Code Description of Direct Supervisor: TWIGG, THOMAS J; DEPARTMENTAL MANAGER-4

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Information and Technology Bureau

Division: Information Technology Division

Section: Security, Compliance, Access and Network Section

Unit: IT Security and Compliance Unit

Work Location (City and Address)/Hours of Work: 7150 Harris Drive, Dimondale, MI 48821 / 8am-5pm Monday-Friday

General Summary of Function/Purpose of Position: This position serves as the division's specialist for data privacy which supports and coordinates compliance of the Michigan State Police (MSP) with organizational, state and federal security, data and privacy standards, laws, best practices and frameworks. This position implements, updates, and provides recommendations and best practices on the departmental security and privacy programs, as well as data classification efforts. This position also addresses any department compliance issues with state and federal security and privacy laws/frameworks. This position supports, advises, and leads security, data and privacy projects that are related to physical security, information security, departmental data and departmental data privacy matters, as well as provide support in the areas of the department's information technology (IT) needs and activities as needed. This position acts as the division's Law Enforcement Information Network (LEIN) Terminal Agency Coordinator (TAC).

This position also supports, advises, and leads aspects under the direction of leadership, to assist the Michigan Security Accreditation Process (MiSAP) for applications to gain an authority to operate (ATO). This position functions in a bias-free manner.

Assigned duties and tasks for each duty.

Duty 1: Compliance: Supports and coordinates compliance of the MSP with organizational, state and federal (E.g. CJIS, 28CFR, etc.) security, data and privacy standards, laws, best practices and frameworks.

- Assist in the classification of the department's data.
- Identify and make recommendations to close gaps with current and standard privacy constraints, mandates, and frameworks that apply to the department.
- Develop, make recommendations, update, and maintain policies, standards, and procedures.
- Develop, maintain, and track/ensure completion of privacy orientation and training for all department members, contractors, and other business partners or third parties.
- Initiates, facilitates, and promotes activities to foster information privacy awareness within the organization and related entities.
- Develop, maintain, and track an information privacy risk assessment.
- Assist with the development, maintenance, and implementation of privacy strategies across the department to address the risk related to the unauthorized use or loss information.
- Reviews system-related information security plans throughout the department's network to ensure alignment between security and privacy practices.
- Assist with leading and participating in incident response planning, along with other departmental personnel and counsel, including investigation of security breaches, complaints, breaches and errors, and omissions relating to privacy policies and procedures.
- Provide support to the MSP members and partners.

Duty 2: Process Improvement: Develop, implement, track progress, and provide recommendations for improvement for the department's security, privacy, and classification efforts beyond the frameworks required.

- Collaborate in developing and carrying out tasks requested by the State of Michigan's Chief Data Officer.
- Develop reports and provide recommendations and guidance on implementing new best practices and/or standards.
- Serve as an information security, privacy, and classification consultant to department members.
- Assist with leadership, legal counsel, and other related parties to represent the department's information privacy interests with external parties (e.g. state or local government bodies) who undertake to adopt or amend privacy legislation, regulation, or standards.
- Develop, document, implement, and lead when necessary, the department's security, data and privacy classification committee/teams.
- Establish with leadership and Department of Technology, Management and Budget (DTMB) a mechanism to track access to protected information, within the purview of the organization and as required. Allow qualified individuals to review or receive a report on such activity.
- Work cooperatively with the applicable organizational units in overseeing customer/citizen rights to inspect, amend, and restrict access to protected health information when appropriate.

Duty 3: Project Implementation: Support, advise and lead security, data and privacy projects and tasks that are related to information security, department data and department privacy matters.

- Lead development, implementation, and maintain processes and procedures for assigned projects and tasks.
- Lead development, implementation, and maintain project plans and other documentation related to projects and tasks.
- Lead development, implementation, and maintain aspects of meetings and meeting minutes.
- Develop and maintain a positive working relationship with members from other areas of the department to foster open discussions regarding applicable standards and frameworks.
- Perform security, data, and privacy related tasks for departmental projects.
- Work with the Project and System Support and the Mobile Office Environment Sections to ensure tasks/processes are completed in compliance with data, privacy, and security standards and frameworks.

Duty 4: This position will act as the division's LEIN Terminal Agency Coordinator (TAC).

- Assist with audits.
- Serve as a liaison to division LEIN users and help with supervision and system integrity across the assigned Originating Agency Identification (ORI) Number.
- Enable and disable account access within the Michigan Criminal Justice Information Network (MiCJIN) Portal.
- Monitor and track user compliance.
- Affirm and validate users with MiCJIN.
- Report any agency violations to leadership.
- Disseminate delay-hit notifications.
- Comply with all duties assigned within the MSP LEIN TAC manual.
- Develop, create, and maintain reports and procedures for the division.

Duty 5: This position will also support, advise, and lead aspects to assist the MiSAP for applications to gain an ATO.

- Serve as the agency's Plan of Actions & Milestones (POAM) Coordinator.
- Liaison between department members and the DTMB Security Accreditation Project Manager in completion of MiSAP tasks.
- Develop reports to monitor POAMs and provide recommendations and provide guidance on implementing new best practices and/or standards.
- Perform AppScan tasks, as directed by the DTMB Agency Services.
- Assist with entering data classifications into KeyLight.

Duty 6: Other duties as assigned.

- Assist other units with tasks related to the division/department's strategic plan.
- May perform related essential functions appropriate to the classification and other non-essential functions as requested.
- Work with department and personnel from other departments to ensure compliance with security and privacy standards.
- Assist other division members with the validation of process and/or procedure documentation.
- Cross train and serve as a backup to process network requests.
- Research and develop reports on assigned topics.
- Assist with the development of policies, procedures, Official Correspondence, and Official Orders.
- Provide support in the areas of the department's IT needs and activities as needed.
- Schedule and attend meetings.
- Develop agendas, lead meetings, track and monitor action items, and provide reports to leadership as requested.

Types of decisions made independently and whom or what those decisions affect: Decisions on prioritizing duties and assignments based on deadlines and the mission, goals, and objectives of the department. Responsible for leading special projects. Responsible for providing recommendations for better solutions or needed upgrades/changes to multiple programs and projects.

Types of decisions that require the supervisor's review: The supervisor's guidance and approval are required for making decisions which involve political or budget considerations and approving the overall direction of a program or project. Decisions in situations where clear guidance or policy does not exist or has not been stated.

Physical effort used to perform this job and environmental conditions of this position: This position and related duties require an employee to work under potentially stressful situations. This position also entails routine office work including use of general office and audio-visual equipment. Standing, sitting, typing, writing, walking, stooping, kneeling, lifting (up to 50 pounds), carrying, and bending are all physical tasks that may be performed. This position will participate in meetings, occasionally requiring driving to meeting locations and transporting boxes of material. Travel is required.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: This position serves as the division's specialist for data privacy which supports and coordinates compliance of the Michigan State Police (MSP) with organizational, state and federal security, data and privacy standards, laws, best practices and frameworks. This position implements, updates, and provides recommendations and best practices on the departmental security and privacy programs, as well as data classification efforts. This position also addresses any department compliance issues with state and federal security and privacy laws/frameworks. This position supports, advises, and leads security, data and privacy projects that are related to physical security, information security, departmental data and departmental data privacy matters, as well as provide support in the areas of the department's information technology (IT) needs and activities as needed.

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The function of the position's work area and how it fits into that function: The function of the IT Security and Access Section is to support and protect the data, privacy, and security of the department's technology assets. This position has an integral role in identifying and mitigating deficiencies to laws, policies, and frameworks ensuring that the IT assets are secured appropriately.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

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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:

- Knowledge of State of Michigan IT Policies and procedures.
- Knowledge of all privacy, security, and data standards and frameworks that apply to law enforcement IT environments.
- Knowledge of law enforcement specific applications.
- Knowledge of project management principles, concepts, and practices.
- Knowledge of system development methods used for new development or enhancements to existing information systems.
- Ability to work in an individual or team environment.
- Ability to resolve conflicting high-priority requirements.
- Ability to gather and analyze facts, draw conclusions, define problems, and suggest solutions.
- Ability to conduct training and informational sessions.
- Ability to communicate effectively, build consensus, facilitate working sessions, and negotiate solutions and alternatives.

Ability to plan, coordinate, and expedite work projects.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A