

COUNTY OF SANTA BARBARA
CHIEF INFORMATION SECURITY OFFICER

EST: 12.24

DEFINITION

Under general direction of an Assistant or Deputy County Executive Officer or designee, directs the Countywide information security programs designed to provide the protection and confidentiality of data, along with other information assets of the County of Santa Barbara, and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Chief Information Security Officer (CISO) is a single position classification and reports to an Assistant or Deputy County Executive Officer or designee in the County Executive Office. The CISO is characterized by having countywide responsibility for formulating and promulgating policy for, and developing, managing, and integrating countywide information security and privacy related programs designed to protect all County information systems and data. The CISO directs countywide information security and related privacy efforts through departmental information security professionals. The incumbent must exercise strong organizational and team leadership skills to facilitate interdepartmental compliance and to ensure departmental IT security staff fully integrate appropriate security and privacy practices. The CISO is the official Health Insurance Portability and Accountability Act (HIPAA) Security Officer of the County and shall coordinate and oversee generally all HIPAA security requirements for the County.

The incumbent requires extensive, up-to-date technical knowledge in information systems, detailed knowledge of security and privacy technologies and best practices, HIPAA privacy-related requirements, and use of appropriate security controls and methods. The incumbent further requires an extensive knowledge of County information system resources and applications and information security and privacy legislation and related policy issues, and must possess the ability to develop and maintain effective interpersonal relationships with internal and external managers, IT technical staff, legal staff, and related industry experts. The CISO represents the County's interests before state and federal agencies and regulatory bodies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Assistant or Deputy County Executive Officer or designee. Exercises indirect supervision to departmental IT staff.

EXAMPLES OF DUTIES:

These examples are not intended to reflect all duties performed within the job.

1. Oversees the development and implementation of Countywide information security policies and procedures to protect the County from internal and external IT threats and vulnerabilities.
2. Represents the CISO to County departments, information technology advisory bodies, and other committees or agencies involving County policies, plans, methodologies, and programs related to security, privacy, and confidentiality of data and information technology assets.

3. Directs the preparation of short and long-term strategies for optimizing the County's information security plan, and formulates and recommends Countywide policies for detecting, deterring, and mitigating information security threats.
4. Directs and participates in the identification of security risks, development, and implementation of security management practices, and the measurement and monitoring of security protection measures.
5. Directs the handling of information security breaches and related incidents, including overseeing the activation of incident response teams, and acts as the central point of contact for IT-related incidents or violations.
6. Conducts security risk assessments and business impact analyses across all County departments to ensure a comprehensive countywide IT security posture.
7. Serves as a subject matter expert and internal consultant on the data security implications of proposed new major information technology projects and programs, and makes recommendations to the Board of Supervisors and affected departments regarding computer operations, logical access controls, system development, and data communications security.
8. Reviews and recommends the professional development curriculum for County IT security and privacy staff to ensure adequate and appropriate training standards in information security and protection measures and coordinate related training and awareness programs.
9. Directs the development and promotion of security and privacy awareness training and education for all levels of the County organization structure on an ongoing basis.
10. Develops effective disaster recovery and business continuity policies, standards, and implementation plans to ensure appropriate IT security measures are addressed and business-critical services are recovered in the event of a declared disaster.
11. Participates in the development, implementation, and compliance monitoring of IT security agreements, business associate agreements, chain-of-trust agreements, and Memoranda of Understanding (MOUs) involving access to or exchange of County information to ensure all security concerns are addressed, including compliance processes for areas such as HIPAA, Criminal Justice Information Systems (CJIS), and other federal and state privacy requirements.
12. Leads vendor activities, writes evaluate proposals, and negotiates contracts for Countywide information security related software, equipment, and services, and presents recommendations for funding and approvals.
13. Maintains current knowledge of applicable federal and state information security laws and standards to facilitate County adaptation and compliance.

MINIMUM QUALIFICATIONS

Education and Experience

The knowledge, skills, and abilities listed below may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

- Equivalent of a bachelor's degree from an accredited four-year college or university in computer science, information technology, information security, management information systems (MIS), electronics engineering, voice or data communications, public or business administration, or a related field; and
- Two years of experience in a similar role and at least five years concentrated in information security.

Licenses and Certificates

One or more of the following certifications is preferred:

- National Institute of Standards and Technology (NIST)
- Certified Information Systems Security Professional (CISSP)
- Certified Information Security Manager (CISM)
- Certified Information Systems Auditor (CISA)
- Certified Cloud Security Professional (CCSP)

Knowledge of: standard security practices, network architecture, routing and Transmission Control Protocol/Internet Protocol (TCP/IP) protocols; general business processes and standards associated with areas of assignment; risk and threat assessment processes and practices; project planning and management; business continuity planning, documentation, and evaluation; managing the evidentiary process; the use of third party applications and native scripts and languages; maintaining the chain-of-custody process and procedures; applicable federal, state, and local cybersecurity laws, codes, regulations, and standards, including data protection laws, HIPAA, and emerging cybersecurity regulations; principles and methods used in the analysis and development of information security systems and procedures; currently accepted information security standards, guidelines, and theories; and advanced computer technology equipment operation, capacity, and capability.

Ability to: analyze and interpret complex data; skillfully lead and influence the work of others; prepare and present effective, clear, and concise reports and correspondence; identify and recommend information security needs for the County; analyze problems and identify alternative solutions; and work effectively and harmoniously with County executives, department staff, customers, and the general public.

ADDITIONAL INFORMATION

May be required to work a varied schedule of hours, which may include evenings, weekends, and holidays.

Completion of a background investigation to the satisfaction of the County may be required for some assignments.