Position #512319
IS Business Automation Consultant/Administrator
BISM Project Lead
Division of Technology, Security & Data Services
Bureau of Information Security Management (BISM)

POSITION SUMMARY

Under the broad guidance and general supervision of the ETF Chief Information Security Officer (CISO), this position provides advanced level management of large-scale information security-related projects for the Department of Employee Trust Funds (ETF). This position assesses policies, procedures and standards, effectively negotiates timelines, discusses project concerns with top management, oversees completion of tasks, provides project status updates to ETF's Bureau of Information Security Management (BISM) bureau director, and assists with information security vendor contracts within BISM. This work requires application of theoretical and practical knowledge of ETF business area systems and cyber security frameworks and best practices. The incumbent will provide advanced consultation, guidance, and direction to ETF business managers, staff, and BISM team members on issues related to the assigned projects.

This position will develop business project plans and schedules, estimate resource requirements, define milestones and deliverables, monitor activities, and evaluate and report on accomplishments. This position is involved in projects and other efforts that require a high degree of internal and external coordination, working directly with all levels of ETF staff and senior management to ensure projects and work products meet business processing needs within the Department and integrate with Wisconsin Retirement System applications. The position provides responsible, complex staff assistance, research, guidance, information security technical advice and problem resolution services to BISM and ETF's Bureau of Information Technology Services (BITS) managers and staff. This includes research, reviews and assessments of issues, and escalating issues as appropriate.

This position will also conduct operational security and risk compliance duties as assigned by the ETF CISO, to include but not limited to: working through internal ETF processes to acquire information security services, subscriptions and tools; overseeing the implementation of ETF's information security awareness and training program; assisting with audit and assessment activities, overseeing team standard operating procedure documentation; overseeing Department-wide information security communications, and assisting BISM team members with assessment and correction of technical controls or governance, risk and compliance- related initiatives.

A blend of information technology security skills and excellent communication skills are required as this position requires the incumbent to engage in BISM operational activities as well as develop, maintain and optimize professional, collaborative

relationships within ETF, the Department of Administration's Division of Enterprise Technology (DET), and various contractors and vendors. It is also expected that the incumbent will "lead from the front" by advising on and setting an example for other ETF members to follow applicable security practice, federal law, state statute, ETF policy, standards, procedures, and guidelines.

ETF is a medium sized, non-shared services agency administering the Wisconsin Retirement System and related benefit programs to over 630,000 members receiving $5.6 billion in retirement benefits and $1.6 billion in health benefits annually. This position directly supports the agency strategic goal focused on building a talented and agile workforce necessary for achieving the department's mission to develop and deliver quality benefits and services to our members while safeguarding the integrity of the Trust. As an employee of ETF, the incumbent will support and create a diverse and inclusive work force.

GOALS AND WORKER ACTIVITIES:

35%   GOAL A: Information security program and project management

A1. Analyze BISM's need for formal projects to be initiated. Develop documentation and related materials for those projects and work with the CISO to present and justify those projects.

A2. Lead BISM efforts related to properly and officially initiating and documenting new information security projects.

A3. Lead large-scale information security project planning efforts and thoroughly document those plans with appropriate project management tools.

A4. Develop materials, tools, and methods to track progress on all information security projects currently planned or underway.

A5. Form, schedule, and otherwise facilitate project teams, technical teams, workgroups, collaborations, forums, and other groups and meetings to ensure project success.

A6. Expertly collaborate with ETF business partners to ensure information security project progress and success.

A7. Collaborate with principal project personnel to develop mitigation strategies to address project risk.

A8.   Identify, contract with, and oversee vendors needed for special projects and assessments.

A9. Serve as the Program Manager for ETF 20 Program and other program-related project groupings in BISM's jurisdiction.

A10. Ensure projects are aligned with modernization efforts.

A11. Build and lead highly effective teams.

30%   GOAL B: Provision of business analysis and management of special projects

B1.   Work with the CISO in researching, gathering evidence for, justifying, and "selling" improved information security controls.

B2.   Lead development, implementation, and regular reporting of measures and metrics for BISM.

B3.   Initiate, plan, coordinate, track, and manage special projects such as, but not limited to, information security control assessments, penetration tests, and audits. Justify and document use-cases for information security control improvements.

B4.   Lead BISM efforts for and work with ETF contracting personnel to develop statements of work, requests for bids, and other contracting materials designed to acquire, renew or subscribe to needed information security - related tools, members, and services.

B5.   Serve as a representative to OEI in order to maintain standards set forth for the agency including Resource Management and Eclipse Time Management. Communicate with the Portfolio Committee.

B6.   Lead special projects, as assigned, to respond to the needs of BISM and ETF business areas.

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20% GOAL C: Enhancement and maturity of information security awareness, training, and information risk program

C1. Collaborate effectively with ETF's Learning & Development (L&D) team to plan, communicate, track, report, and present results of DET's annual enterprise information security program.

C2. Work with the CISO, L&D, and key stakeholders to develop and design content for ETF's information security awareness and training program.

C3. Work with the CISO and the Office of Communications to provide effective information security-related awareness content such as flyers, all-staff emails, BISM blog updates, publish information security tips, etc.

C4. Aid the CISO in developing an annual budget, strategy, roadmaps, and other planning materials for the Department's information security awareness and training program.

C5. Lead the development of presentation materials designed to deliver the above-mentioned content and work with ETF's Learning & Development team to ensure that content is available in ETF's learning management system (LMS).

C6. Track, collect, document information security awareness, training, and assessment results and present measures and metrics of these activities.

C7. Conduct information security related assessments or "drills" that test ETF users' comprehension of and compliance with established ETF information security controls.

C8. Collaborate with IRM Risk Coordinator to design and develop ETF's Information Risk Management Program.

C9. Influence the maturity of ETF's Information Risk Management Program through enhancing and supporting a risk aware culture.

C10. Guide the building and communication of ETF's policy management framework.

C11. Participate in risk mitigation.

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10% GOAL D. **Development, implementation and maintenance of information security standards and procedures**

D1. Collaborate with Bureau of Information Technology Services (BITS) personnel to ensure BITS operations comply with security principles, frameworks, policy, standards, and procedures.

D2. Maintain expert knowledge of developments in application security industry standards and work to integrate them into ETF information security governance, strategy, and policy.

D3. Collaborate with Bureau of Information Technology Services (BITS) personnel to ensure BITS operations comply with security principles, policy, standards, and procedures.

D4. Collaborate with the ETF Office of Communications to ensure quality information security-related messaging to the ETF user community and other relevant stakeholders.

5% GOAL E. **Professional development and performance of other duties as assigned**

E1. Continue education through academic, professional and informal means, to include obtaining information security-related certifications.

E2. Maintain expert knowledge of developments in application security industry standards and work to integrate them into ETF information security governance, strategy, and policy.

E3. Maintain situational awareness of information security-related global, national news, trends, events, concerns and share such awareness with relevant stakeholders in ETF and other state agencies.

E4. Practice, advocate for, and maintain personal commitment to ETF core values and maintain a focus on customer service.

E5. Prepare and deliver presentations on information security and related subjects of interest to users, peers, business partners, management, and executives.

E6. Lead, conduct, develop, or execute other tasks as assigned.

E7. Strategize with Process Owners and review North Star Metrics for Business Capability Model Box 12: Monitor and Control.

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KNOWLEDGE, SKILLS AND ABILITIES

1. Skilled in developing and using complex applications of Microsoft Office products (Word, Excel, PowerPoint, etc.).
2. Ability to learn and effectively utilize multiple standard ETF applications.
3. Knowledge of cyber security controls and ability to analyze process alignment to controls.
4. Effective time management, organizational, and priority setting techniques.
5. Ability to analyze business and technology issues within a medium to large government organization.
6. Skilled in quantitative analysis.
7. Ability to analyze facts and apply sound judgment in decision-making.
8. Ability to learn quickly and to synthesize complex information.
9. Highly developed oral communication skills.
10. Highly developed written communication skills.
11. Knowledge of methods to effectively present and display information for use by others in making management decisions.
12. Skilled in establishing and maintaining effective contact and communication with staff at all levels in the organization and with external groups and individuals.
13. Ability to interact positively with a variety of persons at different levels within and outside of the organization.
14. Ability to facilitate business need assessment with business customers.
15. Ability to readily dive into details while simultaneously keeping in mind big-picture strategy and objectives.
16. Skilled in communicating business and technical concepts and information to multiple audiences.
17. Ability to influence others and to encourage creative and broad thinking to identify solutions.
18. Extensive knowledge of project management concepts, methods, and techniques.
19. Effective leadership skills with both technical and non-technical staff.
20. Collaboration skills with both technical and non-technical staff.
21. Knowledge of principles, methods, and practices of assigned business areas and ability to apply technology to meet related business requirements.

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22. Knowledge of information security and computer system technologies and concepts.

23. Knowledge of industry best practices related to business process analysis, new business process design, quality/process improvement, and change management.

24. Ability to lead IT projects involving multiple technology teams.

25. Ability to develop and execute workplans for large-scale projects.

26. Ability to use workflow tracking/ticketing systems such as Jira, Ivanti, or similar.

27. Ability to implement strategic programs or operating model initiatives.

28. Ability to develop or implement cyber security risk management frameworks with maturity models.

29. Ability to understand and comply with all ETF and enterprise security standards, policies, processes, and procedures.

30. Ability to maintain confidential information in accordance with policies, guidelines and direction from manager.

(Revised September 2024)