South Carolina – Division of State Human Resources

InfoSec / Privacy Workforce

Professional Development Program

SCEIS
Information Security & Privacy Hybrid Position Guide

New State job classifications have been established to address Information Security and Privacy roles and responsibilities. The following State job classifications, IT Security Specialist I, II, III and Sr. IT Security Administrator and the Risk Management and Compliance job series were added to address Information Technology Occupations and risk management, compliance and privacy jobs in State government.

However, there are many **hybrid** jobs, i.e., jobs where information Privacy and Security are secondary or tertiary areas of responsibility that may not neatly fit into these distinct classifications. In order to clearly identify all positions in State government that have significant Information Security and Privacy roles and responsibilities, an indicator has been added in SCEIS to help identify these positions.

Organizational Management Create/Maintain Infotype 1010 Authorities/Resources has been changed to include "InfoSec & Privacy" in the subtype dropdown menu. Once "InfoSec & Privacy" has been selected, the agency may choose (1) InfoSec, (2) Privacy, or (3) InfoSec & Privacy depending on the specific focus of the position.

The identification of InfoSec and Privacy personnel facilitate targeted training in MySCLearning. Additionally, this will allow the Division of Information Security and the Enterprise Privacy Office to track the knowledge, skills, and abilities of this population of employees.

The following guidelines are provided to assist agency HR staff in identifying and tracking InfoSec and Privacy positions.

- No indicator is necessary for positions classified in any of the State's Information Security job classifications identified (AM80-85) or in the Risk Management & Compliance job classification series (AF10-50).
- Excluding the classifications for the stated job classes above where Information Security or Privacy roles and responsibilities are defined in several job duties and the aggregate percentage of job duties are at least 20 percent of all job duties, the indicator should be used to designate the position as InfoSec and/or Privacy.

Effective immediately in the SCEIS OM module is the new position indicator referred to as Infotype IT1010 located via Create Authorities/Resources.

The following steps provide guidance in posting the position number and associated position with the Hybrid indicator.
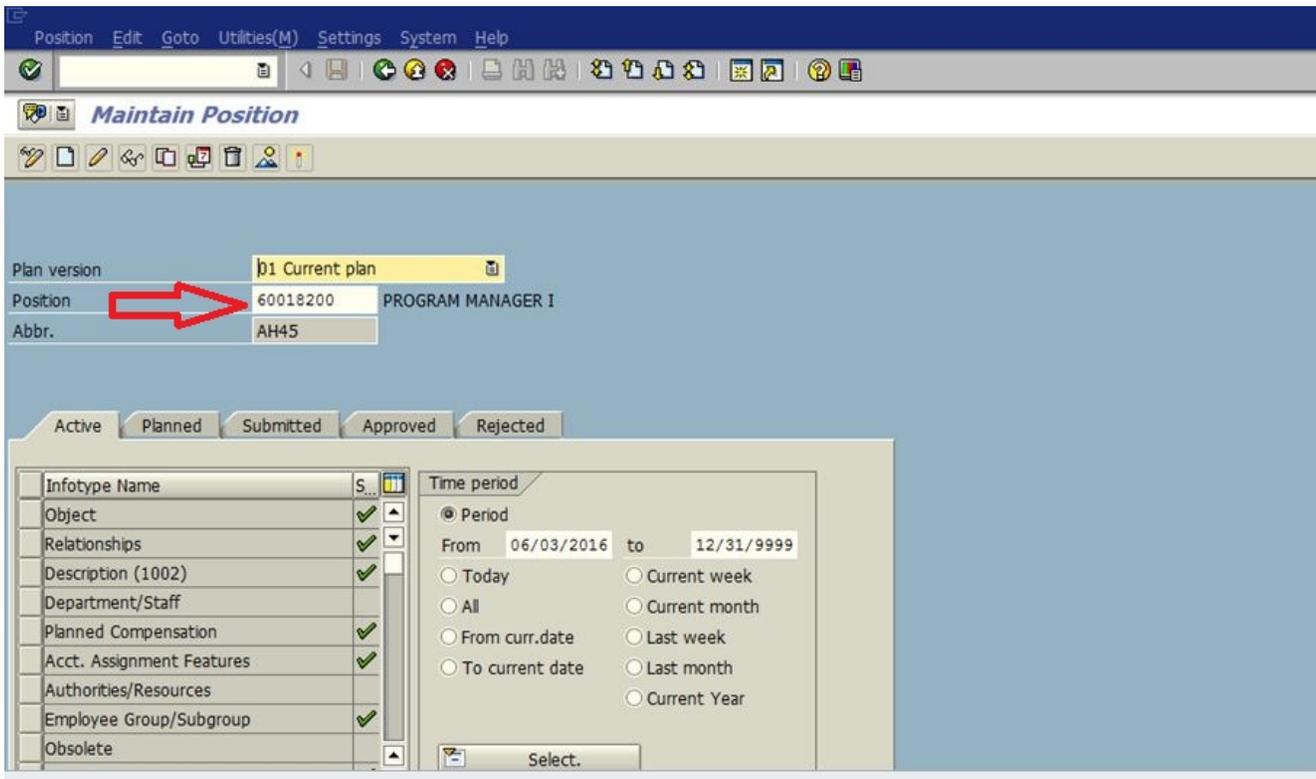
1. Login into SCEIS. The landing page should represent the picture provided below – *SAP Easy Access – User Menu for HR Staff Name.*

2. Enter **PO13** in the menu bar. This action displays the Maintain Position page.
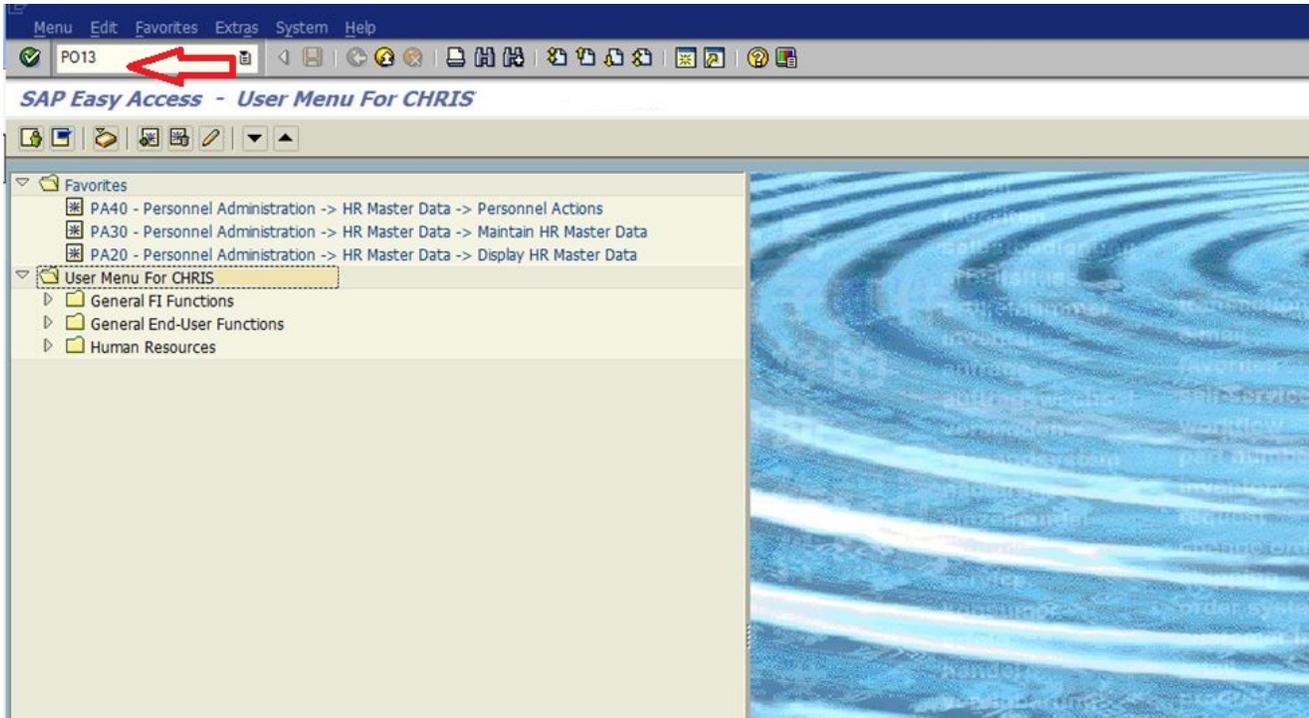
Enter the position number in the **Maintain Position** screen.

3. While still on the **Maintain Position** screen, and if there is no green check mark is beside **Authorities/Resources** field, select the *Paper icon* on the menu bar (at the top of the screen) to *Create an Infotype*. Otherwise select **Authorities/Resources** Infotype on the Active Tab.
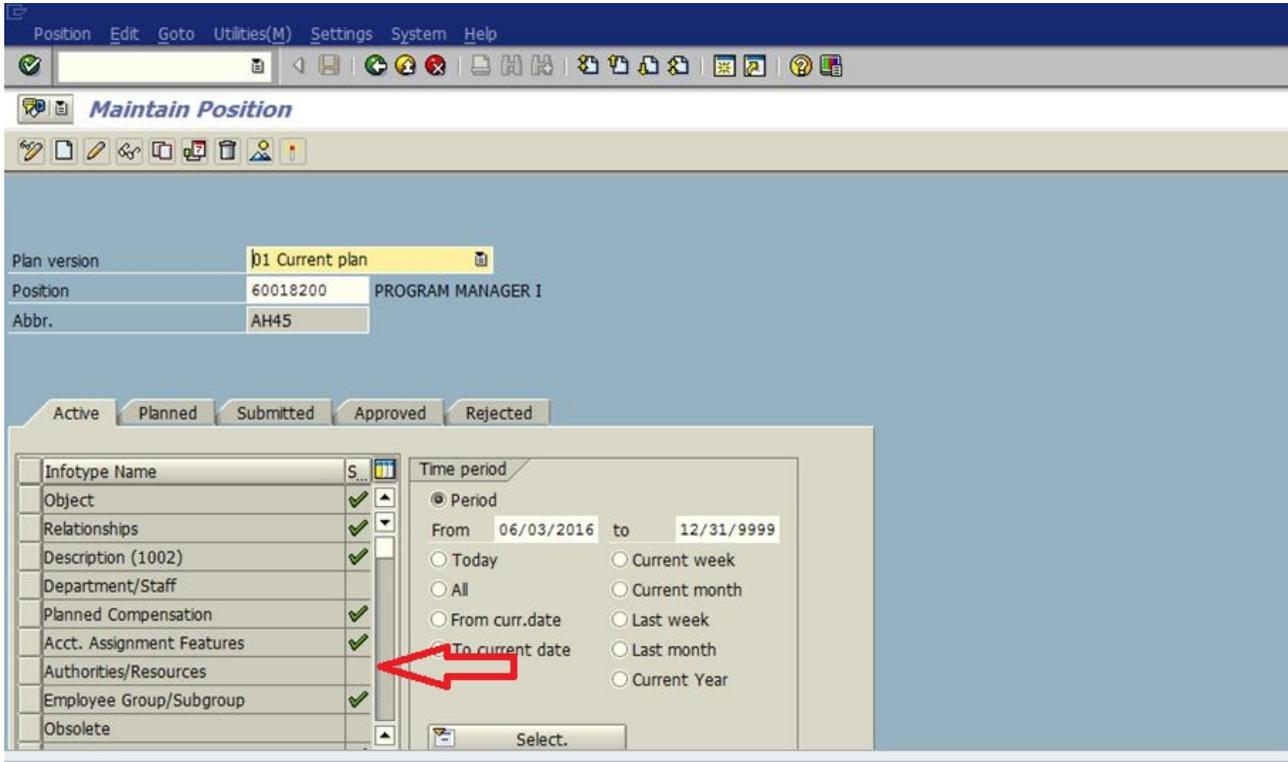
4. The **Create Authorities/Resources** screen is displayed. Select from the *Subtype* dropdown on the **Authorities/Resources** Tab, the **Subtype** dropdown **0020 InfoSec & Privacy**.

8. Select the <mark>Res</mark> **box** on the *Resources* tab and choose from one of three options.

- **001   InfoSec** – Select this option if the position description describes information security roles and responsibilities.
- **002   Privacy** – Select this option if the position description describes privacy, risk management, and compliance roles and responsibilities.
- **003   InfoSec & Privacy** – Select this option if the position description describes the privacy, risk management and compliance **as well as** job duties that describe Information Security roles and responsibilities.
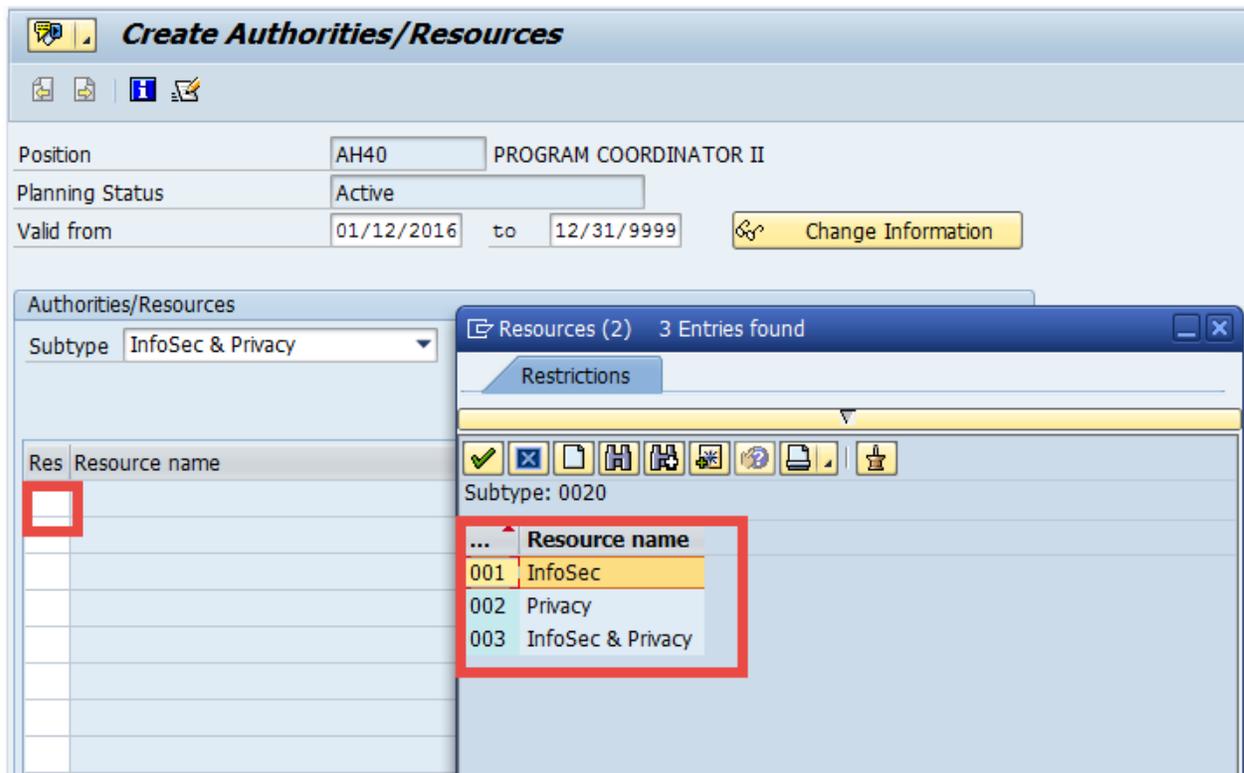
9. Select the **Save** icon located on the menu bar.
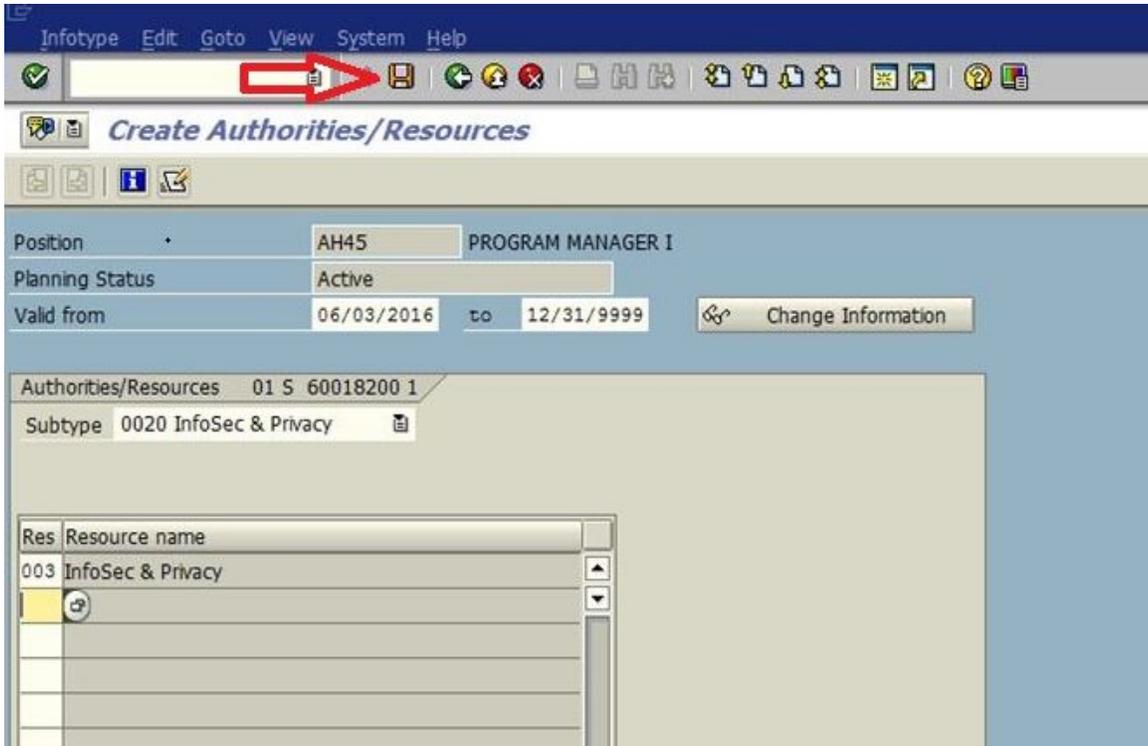
The **Authorities/Resources** should now have a green checkmark by the item because an action has been saved to this module.
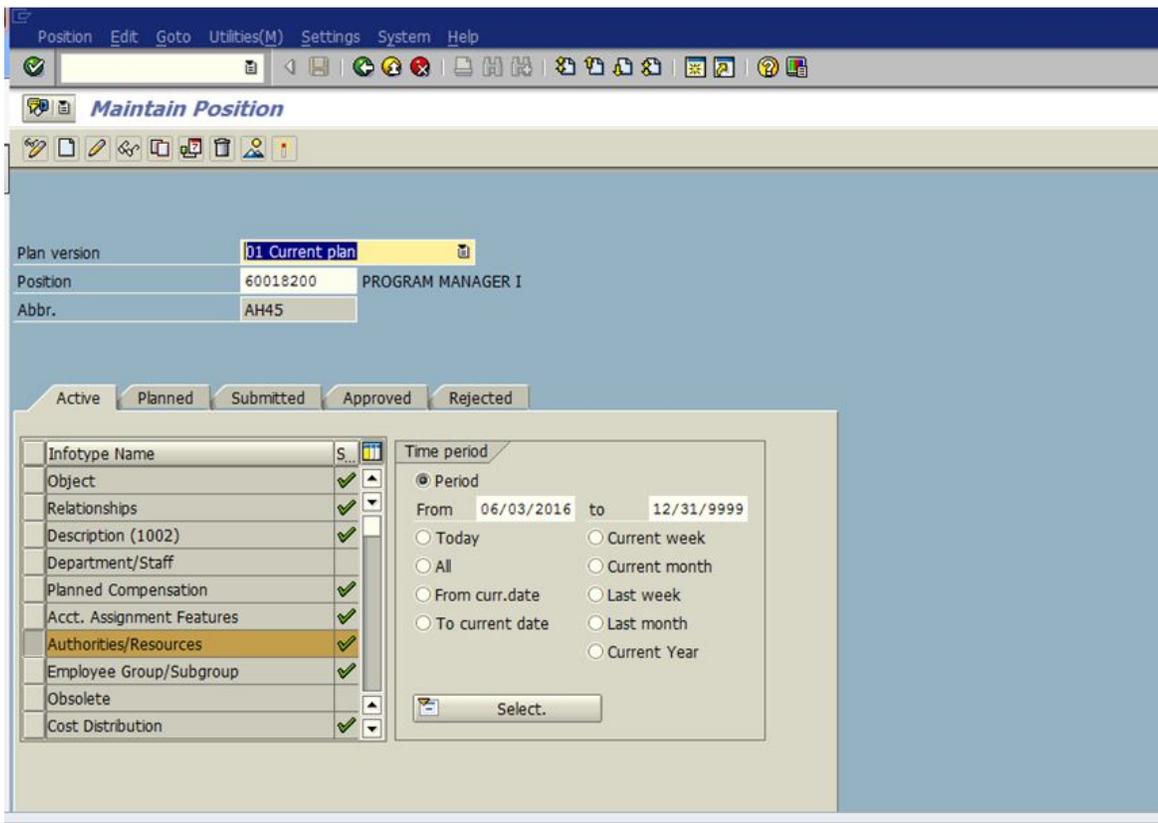
To view the change was made successfully, follow the steps below.

While still on the **Maintain Position** page for the position just updated, select Authorities/Resources item on the Active Tab. Select the **Eyeglass** icon on the menu bar. The resource displays the selection made for the InfoSec/Privacy roles.
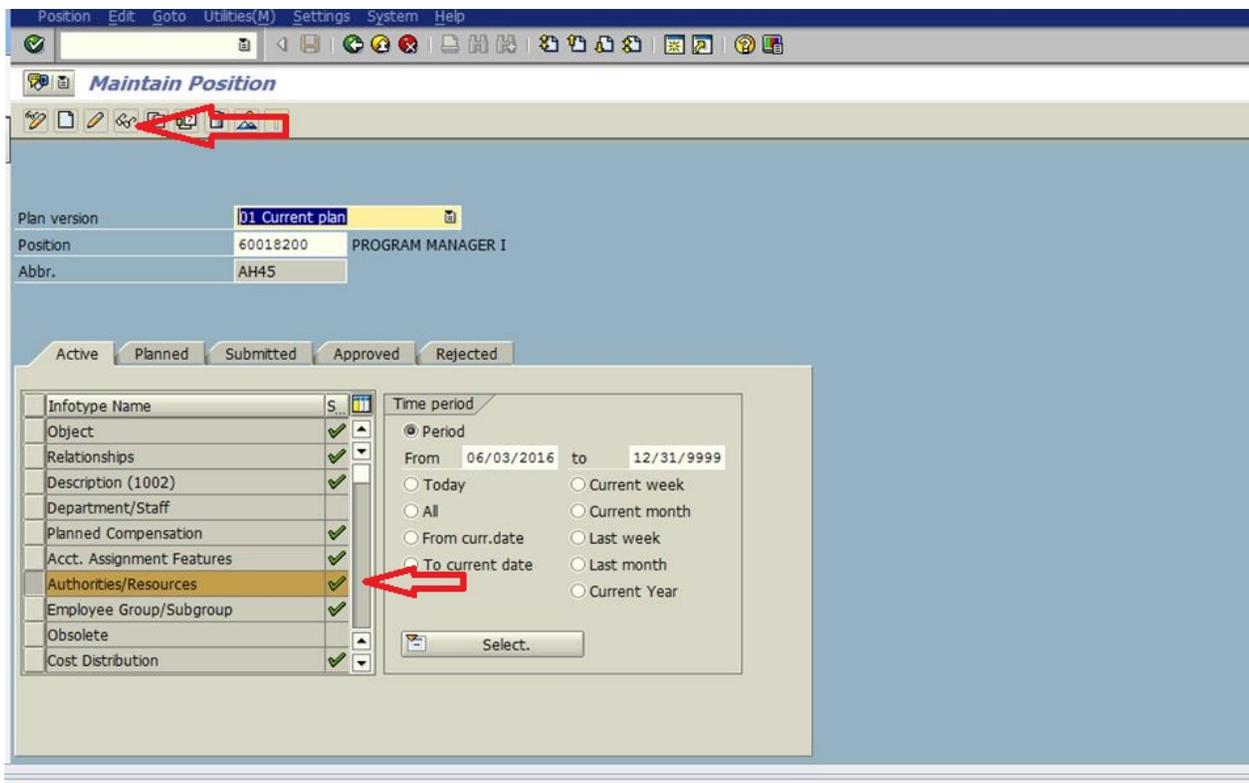
BEX Report RH072 has been enhanced to include the Infotype IT1010 field for reporting purpose.

To summarize, an employee classified as any relevant state job classification and is required in his or her job description to serve where information Privacy and Security are secondary or tertiary areas of responsibility that do not fit into the distinct new state classifications, should be identified as a hybrid resource.

If you have any questions regarding the new information type field IT1010 for the InfoSec & Privacy hybrid indicator, please call your HR contact for questions regarding SCEIS or call the InfoSec & Privacy PDP Program Manager Wendy Spivey at the Division of State Human Resources. Thank you for all that you do to help keep our state safe!