NEW MEXICO JUDICIAL BRANCH

AOC CHIEF INFORMATION SECURITY OFFICER (AOC CISO)
(Classified)

TARGET SALARY: $96,133-$192,265, annually, or $46.218-$92.435 hourly depending upon experience (pay range OO)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9643JB
BENEFITS: Competitive benefits package offered

JUDICIAL INFORMATION DIVISION (JID)

In 1994, the New Mexico Supreme Court created the Judicial Information Division (JID) and the Judicial Technical Council (JTECH) to develop an enterprise IT structure for the Judicial Branch including the Supreme Court, Court of Appeals, District Courts and other judicial entities. JID operates within the guidelines established by JTECH, whose members are appointed by the Supreme Court. JID is administratively directed by the Director of the Administrative Office of the Courts.
Specifically, JID is responsible for:

- Providing the management of a statewide case management system, network infrastructure, hardware and software for judicial branch entities and enterprise level tools.
- Providing software tools to enhance the effectiveness, order, and productivity of court operations.
- Enhancing the ability, knowledge, and skills of court staff, justice partners, attorneys, and the public to use available technology.

GENERAL STATEMENT OF DUTIES

Acting under the general direction of the AOC CTO (Chief Technology Officer), the AOC Chief Information Security Officer (CISO) is responsible for enterprise-wide information security standards including the cyber security policy, standards, planning, and incident response of the New Mexico judicial branch, and works to ensure the security of information technology (IT) systems, data, and related assets across the judiciary.

EXAMPLES OF JOB DUTIES

- The **AOC Chief Information Security Officer** is responsible for developing and managing the information security functions of the judiciary in accordance with nationally established policies, guidelines, and best practices.
- Leads the centralized cybersecurity office for the judicial branch, including implementation of policy, procedures, standards, security risk assessments, and training.
- Actively monitors the security landscape and stays on top of industry developments, emerging threats, and mitigation strategies. Evaluates emerging technologies and/or programs in the cybersecurity sphere.
- Defines and manages the cybersecurity incident response plan for the judiciary.
- Directs the deployment of security infrastructure.
- Directs the ongoing development and implementation of enterprise wide information and cybersecurity policies, standards, guidelines, and procedures to ensure information security capabilities cover current threat capability.

- Oversees the implementation of IT security system plans with agency personnel and outside vendors.
- Develops and implements agency policies for encryption of data transmissions and the reception of firewalls to conceal information as it is being transmitted to eliminate tainted digital transfers.
- Reviews technical risk assessments and new and existing applications and systems including data center physical security and environment.
- Leads groups in documenting, implementing, and managing policies, procedures, and best practices to ensure the availability, integrity, and privacy of information assets.
- Ensures compliance with relevant information technology (IT) laws and policies.
- Identifies strategic planning initiatives and develops and recommends annual cybersecurity priorities and directives for the judiciary.
- Develops, implements, and presents security orientation, and risk assessment, and security awareness programs.
- Works with court leadership to implement strategic cybersecurity initiatives.
- Employs appropriate security management and monitoring processes and systems for the judiciary.
- Acts as the central liaison with government agencies for security measures and matters.
- Develops and implements information and security strategy and architecture.
- Leads technical review discussions and IT change management processes to coordinate cross-team activities.
- Prepares and presents information and reports to executive leadership and committees.
- Develops and coordinates disaster recovery contingency plans and tests.
- Serves as a leader or advisory member on committees relating to information technology and security.
- Drafts and implements policies, procedures, and controls related to end-user access and management of sensitive data.
- May serve as a team lead on project planning and assign tasks to project resources.
- Supervises other IT security employees.
- Other duties as assigned

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of project management techniques, computer crime, IT security processes, program development, IT infrastructure including technology across all network layers and computer platforms, incident response, IT standards compliance, access control systems, and methodology, project reporting and tracking methods and techniques, privacy requirements, identity protection practices, IT security products, business continuity planning, IT trends, techniques and emerging technologies and security trends in government and private industry, IT development standards, capabilities and capacity of computer equipment and applications, and security standards and procedures.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Business Administration or Management, Project Management, Computer Science, Information Technology, IT engineering, Mathematics, or other directly related fields.

Education Substitution: Four (4) years of relevant experience, and/or a combination of relevant experience, and technical education will substitute for education on a year for year basis.

Experience: Seven (7) years of experience in a combination of risk management, information security and information security fields to include two (2) years of experience supervising employees.

Experience Substitution: Additional relevant education at the Master's Degree level may substitute for general experience at a rate of 30 semester hours equals one (1) year of experience. Certifications in the following areas may substitute for experience at the rate of one certification equals three (3) months of experience, for the maximum experience credit of 9 months or three (3) certifications. Certifications that qualify for substitution include:: Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified Information Systems Manager/Auditor (CISM/A), Certified in Risk and Information Systems Control (CRISC), CompTIA Security+, Certified Ethical Hacker, or Certified Cloud Security Professional (CSCSP)

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing leadworker duties equals six (6) months of supervisory experience. Assigned leadworker duties include but are not limited to: Train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional two (2) years of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. Must be able to travel to local and out-of-state meetings and educational programs. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed **

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave

- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 2/14/23, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.