

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

2125 Kern Street, Suite 208 • Fresno, California 93721 • 559.490.7100 • Fax 559.490.7199 • www.frwdb.net

Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 06-23

Date Released: June 30, 2023

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: July 3, 2023

Subject: Designation of Information Security Staff

Applicable Program: ALL

Revision History: Initial Release

The purpose of this Operational Directive (OD) mandates the requirements for each provider of service to identify a staff member who is responsible for the security of confidential information.

This OD supersedes OD 33-02, Designation of Information Security Staff – Confidentiality.

This directive references OD 07-23, FRWDB Confidential Information and OD 08-23, Information Systems Security.

All FRWDB Providers of Services must designate an employee who shall be responsible for overall security and confidentiality of its data and information systems. The designated Security Staff must retain Provider Staff Confidentiality Acknowledgement forms for monitoring purposes. See OD 07-23, FRWDB Confidential Information.

The Designation of Information Security Staff, Form# QUA-101, must be completed and signed by all FRWDB Providers and the designated security staff person. A completed copy must be submitted to your Contract Facilitator within fifteen (15) working days of assignment.

This above referenced Operational Directives contains **important federal, state, and locally-defined, essential requirements** relating to all staff of FRWDB's contracted Providers of Services having access to confidential information and data. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction.

Whenever a change occurs in the identity of the individual responsible for overall data security and confidentiality, a Provider of Services shall immediately notify their Contract Administrator by submitting a new Designation of Information Security Staff form.

Form: QUA-101, Designation of Information Security Staff