

ELECTRONIC MEMORANDUM

TO: Human Resources Directors of All State Agencies, Departments and Commissions

FROM: Samuel L. Wilkins

DATE: May 7, 2015

SUBJECT: Statewide Information Security and Privacy Professional Development Program Artifacts

HR Directors and Training Coordinators:

Thank you for attending the Statewide Information Security (InfoSec) and Privacy Professional Development Program (PDP) HR workshops.

As discussed during the HR workshops, we created a Handbook to guide you through the InfoSec and Privacy PDP. This handbook demonstrates use of the PDP artifacts to aid in hiring, onboarding, training, and performance evaluation for the InfoSec and Privacy workforce.

For your reference, the following artifacts are embedded in the PDP Handbook:

- Competency Model
- Roles and Responsibilities Toolkit
- Position Descriptions
- Technical Interview Questions
- Training Framework
- Career Path Model
- FAQs

Please note, artifacts embedded in the PDP Handbook are subject to change. Please refer to the HR Advisory website (<https://www.ohr.sc.gov/OHR/hradvisory/login/OHR-HRAdvisory.phtm>) for the latest versions.

Should you have any questions about the PDP artifacts, please contact your HR Consultant at (803) 896-5300.