



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Office of Information Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005476	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Agency Information Security Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: ADMIN	Bargaining Unit 22 PR 17 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): <b>Hours/shifts location may vary – on call 24 hrs/day, 7 days/week</b>			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Establishes & maintains effective working relationships with users; provides technical advice to users regarding cost, feasibility &/or time for completion of projects; identifies deficiencies with information systems & recommends/implements design changes as appropriate; resolves problems, coordinates activities with other agency offices and/or sections; attends management-level & other meetings; provides technical consultation to higher-level management personnel; participates in investigations of suspected information security misuse or in compliance reviews as needed.	<b>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8.</b> <b>Skill in 9, 10, 11, 12, 13, 14, 15.</b> <b>Ability to 16, 17, 18, 19.</b>	
	10	Participate as a member of the assigned agency's computer security incident response team, direct and train IT personnel in incident response procedures and responses. Act as the leader of the assigned agency's computer security incident response team.	<b>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8.</b> <b>Skill in 9, 10, 11, 12, 13, 14, 15.</b> <b>Ability to 16, 17, 18, 19.</b>	
	5	Performs other related duties as assigned (e.g., attends training classes &/or seminars).	<b>Knowledge of 1, 2, 3, 4, 5, 6, 7, 8.</b> <b>Skill in 9, 10, 11, 12, 13, 14, 15.</b> <b>Ability to 16, 17, 18, 19.</b>	
			*Developed after employment.	
JOB CODE TITLE Information Technology Consultant 3	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>David A Brown</i>	
JOB CODE 64163			<i>SD</i> <i>4/13/15</i>	