

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

POSITION NUMBER 20006015 JOB CODE TITLE Data Security Analyst 2 JOB CODE AD 7171515 12382	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Data Security Analyst		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 35 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
70	Assists in the establishment of PeopleSoft access levels; reviews security reports to discover unauthorized access; maintains security files & access levels of users within the non-production environments; analyzes operations to determine security needs; provides technical assistance to programming & systems staff of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application), developers/programmers, & agency security personnel regarding privacy & security of OAKS data; instructs developers/programmers on data security practices for new module enhancements & how those new/enhanced modules may affect the current security model; analyzes application design documents to ensure compatibility with security & workflow principles; utilizes knowledge of PeopleSoft Security (e.g., Security Automation, Dynamic Role Assignment) to analyze modules & advise developers on applications to correct security gaps; performs moderate to complex troubleshooting to address user access issues; assists with ensuring security policies & guidelines align with department's long-term goals & strategies; implements data security principles; provides input & subject matter expertise in design & development of databases.	Knowledge of: (1) computer science; (2) systems analysis & design; (3) PeopleSoft security (e.g., FIN, HCM, EPM); (4) relational databases & data relationships (e.g., Oracle); (5) data security practices & implementation; (6) Windows security practices; (7) scripting language programs (e.g., WMI, Power Shell)*; (8) customer service techniques. Skill in: (9) operation of personal computer & associated hardware & software (e.g., MS Office, Outlook, PeopleSoft); (10) testing & maintenance of web-based applications for validity & reliability. Ability to: (11) define problems, collect data, establish facts & draw valid conclusions; (12) prepare meaningful, concise & accurate reports; (13) interpret variety of technical computer manuals & documentation; (14) write program specifications & system documentation; (15) communicate verbally & in writing on technical & non-technical matters; (16) cooperate with co-workers on group projects; (17) maintain confidentiality of sensitive information; (18) prioritize & organize assignments; (19) develop & conduct training.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>David A Brown</i>		
		DATE 6/12/15		

