

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

POSITION NUMBER 20006021 JOB CODE TITLE Data Security Analyst I JOB CODE ADM 7-17/15 UAG 12381	<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 IA Compliance Specialist		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 34 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Subject to call 24x7			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
			Ability to interpret and incorporate data from multiple tool sources; (17) define problems, collect data, establish facts & draw valid conclusions; (18) prepare meaningful, concise & accurate reports; (19) interpret variety of technical computer manuals & documentation; (20) write program specifications & system documentation; (21) communicate verbally & in writing on technical & non-technical matters; (22) cooperate with co-workers on group projects; (23) maintain confidentiality of sensitive information; (24) prioritize & organize assignments; (25) develop & conduct training.	
	20	Review authorization and assurance documents to confirm that the level of risk is within acceptable limits for each software application, system, and network; verify that application software/network/system security postures are implemented as stated, document deviations, and recommend required actions to correct those deviations; verify that the software application/network/system accreditation and assurance documentation is current.	Knowledge of 1-13 Skill in 14-16 Ability to 17-25	
	20	Plan and conduct security authorization reviews for initial installation of software applications, systems, and networks; provide an accurate technical evaluation of the software application, system, or network, documenting the security posture, capabilities, and vulnerabilities against relevant IA compliances; recommend new or revised security, resilience, and dependability measures based on the results of reviews; developing security compliance processes and/or assessments for external services (e.g., cloud service providers, data centers.). Work with state and federal auditors to ensure consistent delivery of audit documentation and remediation of findings.	Knowledge of 1-13 Skill in 14-16 Ability to 17-25	
	5	Performs other related duties as needed.	Knowledge of 1-13 Skill in 14-16 Ability to 17-25	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>David A Brown</i>	DATE 6/22/15	