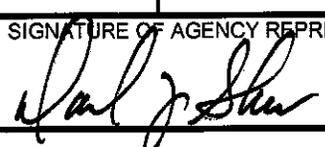
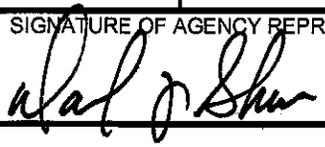


POSITION DESCRIPTION		AGENCY/DEPT ID DAS505170
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Information Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006324	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Security Policy and Compliance Manger		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006651 Data Systems Administrator	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>22</u> PR <u>17</u> Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Leads efforts to coordinate, publish & implement ISP IT security policies, standards, procedures, goals & objectives; actively monitors security activities to ensure compliance with ISP & statewide IT security policies; reviews security plans and programs submitted to ISP by agencies and prepares recommendations for review by the State CISO and State CIO; conducts technical research & prepares formal recommendations to support multi-program IT security initiatives; advises senior administrators & makes recommendations on application of IT security policies, procedures, standards & on security features that provide for protection of ISP IT assets; develops, coordinates & implements risk management policies & processes relative to IT security (i.e., establishes ISP IT risk management strategies, establishes business & technology security strategies); serves as IT security policy consultant for ISP programs; develops metrics & benchmarks to ensure ISP IT security progress; prepares reports (e.g., findings, results, recommendations, threats, risks, trends, incidents) on technical & non-technical material; serves as project manager for technical or policy projects & facilitates IT security work groups & committees; oversees monitoring of project performance, integrity & implementation; supervises technical personnel; determines section staffing needs; prepares & monitors budget for program; reviews & approves program expenditures. Works with Statewide IT Policy manager & state enterprise architect to interpret & approve security requirements relative to capabilities of new technologies.	Knowledge of (1) computer science or information technology; (2) development, implementation & management of enterprise IT security; (3) technical project management; (4) technical research; (5) multi-organizational IT security initiatives; (6) IT security risk analysis & assessment; (7) IT security laws & regulations; (8) security requirements & issues with IT systems (e.g., operating, network, database, web-based); (9) system & application software on several platforms (e.g., network, desktop, server); Skill in (10)operation of microcomputers, peripheral equipment & software; Ability to (11)manage technical staff; (12) define problems, collect data, establish facts & draw valid conclusions; (13) interpret variety of technical material in books, journals, manuals & audiovisual form; (14) develop & implement IT security policies; (15) prepare meaningful, concise & accurate reports; (16) communicate verbally & in writing on technical & non-technical matters.		
30	Manages statewide and Department of Administrative Services (DAS) efforts to promote cyber security training and general cyber security awareness.	Knowledge of 2, 4, 6, 7, 8 Skill in 10 Ability to 12, 13, 15, 16		
63135	List Position Numbers and Class Titles of Positions Directly Supervised: 20006327 DAM1 20006326 ITC3		SIGNATURE OF AGENCY REPRESENTATIVE 	
63135			DATE 7/5/2014	

JOB CODE TITLE
 Data Systems Administrator
 ADD 7-27-11 WJ3

POSITION DESCRIPTION		AGENCY/DEPT ID DAS505170
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006324	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Security Policy and Compliance Manger		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006651 Data Systems Administrator	
	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>22</u> PR <u>17</u> Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB CODE TITLE Data Systems Administrator	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	15	Conducts meetings & presentations to educate staff & promote ISP training & awareness of IT security matters & policies; provides security cost & resource estimates for input into budget process; monitors availability of grant funding opportunities & heads efforts to secure grant funding for IT security programs.	Knowledge of 2, 4, 6, 7, 8, (20) public speaking techniques & practices; (21) meeting facilitation; Skill in 10; Ability to 12, 13, 15, 16.	
	5	Performs other duties as assigned.		
Must submit to & pass personal background check & is overtime exempt.		* developed after employment		
JOB CODE 63135	List Position Numbers and Class Titles of Positions Directly Supervised: 20006327 DAM1 20006326 ITC3		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 7/5/2011	