100-600U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505170

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Security & Privacy	Franklin

POSITION NUMBER
20006324

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Security Administrator	20006651 Data Systems Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 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
55	Administers & superintends risk management process for the Office of Information Security & Privacy (ISP) information technology (IT) security polices: develops, coordinates, publishes & implements ISP IT security policies, standards, procedures, goals & objectives; actively monitors security activities to ensure compliance with ISP & statewide IT security policies; conducts vulnerability assessments; reviews ISP program areas' IT security procedures & precautions; compares to industry standards & identifies gaps; 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.	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.
20	Shapes ISP security & participates in statewide incident response & recovery: leads in the development of business continuity & disaster recovery plans; develops incident response capabilities; establishes network of security experts to share information, identify lessons learned & stay in tune with recent developments in IT security measures & threats; maintains database of security contacts within state agencies; works with Statewide IT Policy manager & state enterprise architect to interpret & approve security requirements relative to capabilities of new technologies.	Knowledge of 2, 4, 6, 7, 8 Skill in 10 Ability to 12, 13, 15, 16

JOB CODE
63135

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20006325 ITC3 20006328 ITC2 20006327 ITC3 20006326 ITC3	H C Tapani	7/1/09

Appl 7-7-09 CB

100-600R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS505170

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Office of Information Technology	Security & Privacy	Franklin

POSITION NUMBER 20006324

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Security Administrator	20006651 Data Systems Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 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
20	Oversees & implements strategic & tactical planning, policies, procedures, standards, service level agreements & service offerings for division: oversees development, review, maintenance & distribution of strategic planning documents, policies, procedures & guidelines; develops service level agreements with customers; oversees disaster recovery section, planning & recruitment of all hardware, software & services & coordination of disaster recovery testing & other projects.	Knowledge of (17) agency & division policies & procedures*; (18) Service Level Agreements; (19) disaster recovery planning methodology; Skill in 10 Ability to 12, 15, 16
5	Performs other related duties as required: 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.
	Must submit to & pass personal background check & is overtime exempt.	* developed after employment

JOB CODE TITLE: Data Systems Administrator

JOB CODE: 63135

Upd 7-7-09 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

20006325 ITC3 20006328 ITC2
20006327 ITC3 20006326 ITC3

SIGNATURE OF AGENCY REPRESENTATIVE: K C Chapman

DATE: 7/1/09