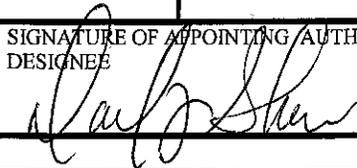


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS 501710
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Information Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006326 JOB TITLE Information Technology Consultant 3 JOB CODE APD 12-5-11 009 64163	<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 Architecture Consultant		POSITION NO. AND JOB 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	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	<input type="checkbox"/> Filled <input checked="" type="checkbox"/> Vacant	Bargaining Unit 22 PR 17 Page 1 of 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 AM TO: 5:00 PM					
	JOB DESCRIPTION					
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities		
	60	Publishes IT enterprise artifacts; formulates, recommends, and then implements security policies, procedures, standards, guidelines, best practices and position papers. Becomes expert in risk identification and mitigation. Leads complex initiatives for organizational improvement in the information security program. Serves as a consultant for overall planning & analysis of the security architecture of information systems; Provides technical advice and guidance to the CISO and Deputy CISO, IT Managers, and IT staff to design solutions that meet the agency's requirements. Directly participates in information security short and long term planning processes.		Knowledge of (1) project planning; (2) information technology; (3) development, implementation & management of enterprise IT security; (4) development and promulgation of information security policies, procedures and standards for general awareness; (5) agency policies/procedures*. Skill in (6) operation of microcomputers & peripheral equipment; (7) office suite software (e.g., word processing, spreadsheet & database) & browser functionalities. Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) create & interpret variety of technical & non-technical instructions, processes, procedures & policies in written & oral form; (10) interpret variety of technical materials in books, journals, manuals & audio visual form; (11) deal with many variables & determine specific action; (12) prepare meaningful, concise & accurate reports; (13) communicate verbally on technical & non-technical matters; (14) originate procedures, instructions & specifications concerning technical requirements of service offerings; (15) cooperate with co-workers & others on group projects.		
	List Position Numbers & Job Titles of Positions Directly Supervised:			SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE		DATE
						9-29-11

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

POSITION NUMBER 20006326 JOB TITLE Information Technology Consultant 3 JOB CODE APP 12-5-11 08 64163	<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 Architecture Consultant		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION		
	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Classified	Overtime: <input type="checkbox"/> Eligible	<input type="checkbox"/> Filled	Bargaining Unit 22
	<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Vacant	PR 17
	<input type="checkbox"/> Intermittent	If FLSA Exempt, exemption type:			Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift):				
	FROM: 8:00 AM TO: 5:00 PM				
	JOB DESCRIPTION				
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	10	Evaluates information security needs of state agencies & researches most difficult or complex information security problems (e.g., overall efficiency of information security controls; resource planning; coordination efforts with various agencies on the design and implementation of information security controls); evaluates hardware & software products &/or evaluates procedures for acquisition; keeps promotional materials; coordinates special projects & studies for the CISO, Deputy CISO, and other managers & writes reports of findings.		Knowledge of 1, 2, 3, 4, 5* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15	
10	Conducts analysis of security events reported to the Office of Information Security & Privacy through various mechanisms and provides incident response as appropriate. Serves as a member of the Computer Security Incident Response Team.		Knowledge of 1, 2, 3, 4, 5* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15		
10	Represents the Office of Information Security and Privacy at meetings with other governmental or agency officials; assists other agencies in resolving information security problems; represents the Office of Information Security and Privacy at conferences & technical committees.		Knowledge of 1, 2, 3, 4, 5* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15.		
10	Performs other duties as assigned: attends training classes in information security, policy development, and other related areas. Researches and refers to publications and standards published by National Institute of Standards and Technology (NIST), OWASP, SANS Institute, and other organizations to assist in program development and problem solving.		Knowledge of 1, 2, 3, 4, 5* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15		
List Position Numbers & Job Titles of Positions Directly Supervised:			SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE	DATE	
				9-29-11	

*developed after employment