

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS505170

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
IT Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006327

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006324 Data Systems Administrator

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 14
Page 1 of 1

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	Responsible for developing, publishing & enforcing policies & procedures regarding data administration; developing standards for new & existing data definitions; determining software in order to maintain data administration standards; assist in design & development of IT security databases; developing & maintaining security measures (e.g., metrics) to establish & analyze data; developing data handling guidance & policy; assist project teams on application development in order to define data security requirements; developing & maintaining enterprise asset inventory for systems, application & data; conducts product evaluations & makes recommendations for appropriate software selection to maintain data administration information; assists in design & development of databases to include database security measures/controls; determines how data is accumulated & maintained (e.g., update, security &/or backup procedures); determines who has access rights to levels of data, sets archive policies for data (e.g., identifies data to be archived; where to archive; how to archive); specifies how data & definitions are removed from system.	Knowledge of (1) information technology; (2) development, implementation & management of enterprise IT security; (3) data administration/business intelligence; (4) design of databases; (5) database security; (6) data dictionary terminology; (7) *policy development; (8) IT security laws & regulations; (9) IT security risk analysis & assessment; (10) security requirements & issues with IT systems (e.g., operating, network, database, web-based); (11) system & application software on several platforms (e.g., network, desktop, server); (12) multi-organizational IT security initiatives. Skill in (13) operation of microcomputers, peripheral equipment & software.
20	Serves as technical advisor for a variety of ad-hoc information security projects which will be dictated by current business and technological developments; conceives of and proposes new approaches that will allow greater standardization and more effective management of data administration security measures; conducts & administers information security tests & evaluates programs to ensure that DAS/OIT systems operate in accordance with data administration security requirements, procedures & established polices.	Ability to (14) define problems, collect data, establish facts & draw valid conclusions; (15) interpret variety of technical material in books, journals, manuals & audiovisual form; (16) assist in developing & implementing IT security policies; (17) prepare meaningful, concise & accurate reports; (18) communicate verbally & in writing on technical & non-technical matters; (19) obtain and maintain a security certification (e.g., CISSP, CISA, CISM, S+, or CDMP).
10	Performs other related duties as required: participates in OIT statewide incident response & recovery; attends meetings, conferences &/or training classes in database &/or data administration; researches & refers to programming standards manuals or technical computer documentation to assist in program development of problem solving. Must submit to & pass personal background check.	*Developed after employment.

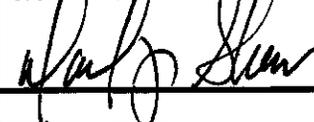
JOB CODE TITLE
Data Administration Manager 1

JOB CODE
ADM 5-10-11 US
67171

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/19/2011

