

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS501710

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Office of Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006328

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: IT Consultant POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: PR 17
Page 1 of 2

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
60	<p>Supervise agency information security officers; advise CISO and appropriate senior leadership of changes affecting the organization's information security posture; assure successful implementation and functionality of security requirements and appropriate IT policies and procedures that are consistent with the organization's mission and goals; define and/or implement policies and procedures to ensure protection of critical infrastructure (as appropriate); ensure plans of actions and milestones or remediation plans are in place for vulnerabilities identified during risk assessments, audits, inspections, etc.; ensure that information assurance requirements are integrated into the continuity planning for the organization(s); ensure that protection and detection capabilities are developed consistent with organization-level security architecture; evaluate and approve development efforts to ensure that baseline security safeguards are appropriately installed; evaluate cost benefit, economic, and risk analysis in decision making process; identify security requirements specific to an IT system in all phases of the System Life Cycle; participate in information security risk assessments; participate in the acquisition process as necessary, following appropriate supply chain risk management practices; participate in the development or modification of the computer environment security program plans and requirements; prepare, distribute, and maintain plans, instructions, guidance, and standard operating procedures concerning the security of system(s) operations; provide system related input on security requirements to be included in statements of work and other appropriate procurement documents; recognize a possible security violation and take appropriate action to report the incident, as required; recommend resource allocations required to securely operate and maintain an organization; supervise or manage protective or corrective measures when an IA incident or vulnerability is discovered; Support necessary compliance activities (e.g., ensure system security configuration guidelines are followed, compliance monitoring occurs, etc.)</p>	<p>Knowledge of: (1) Risk Management Framework requirements;(2) applicable business processes and operations of customer organizations; (3) applicable laws (e.g., Electronic Communication Privacy act, privacy laws, etc.) and/or administrative /criminal legal guidelines and procedures relevant to work performed; (4) critical IT procurement requirements; (5) of current and emerging threats/threat vectors; (6) current industry methods for evaluating, implementing, and disseminating IT security assessment, monitoring, detection and remediation tools and procedures utilizing standards-based concepts and capabilities; (7) disaster recovery plans; (8) enterprise incident response program, roles, and responsibilities; (9) IA principles used to manage risks related to the use, processing, storage, and transmission of information or data; (10) industry-standard and organizationally accepted analysis principles and methods; (11) IT supply chain security/risk management policies, requirements, and procedures; (12) known vulnerabilities from alerts, advisories, errata, and bulletins; (13) of measures or indicators of system performance and availability; (14) network security architecture concepts including topology, protocols, components, and principles (e.g., application of Defense-in-Depth); (15) network systems management principles, models, methods (e.g., end-to-end systems performance monitoring), and tools; (16) new and emerging IT and information security</p> <p>*developed after employment. SRD 12/12/13</p>

JOB CODE TITLE
Information Technology Consultant 3

APD 4/3/14 VB

JOB CODE
64163

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

David A Brown

12/5/13

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Agency Organizational Tree

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IT Consultant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 17
Page 2 of 2

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		technologies; (17) organization's risk tolerance and/or risk management approach; (18) Personally Identifying Information (PII) and personal Payment Card Industry (PCI) data security standards; (19) relevant laws, policies, procedures, or governance as they relate to work that may impact critical infrastructure; (20) risk management processes, including steps and methods for assessing risk; (21) server and client operating systems; (22) systems lifecycle management principles, including software security and usability; (23) the organization*. Skill in: (24) creating policies that reflect system security objectives; (25) determining how a security system should work (including its resilience and dependability capabilities) and how changes in conditions, operations, or the environment will affect these outcomes; (26) evaluating the trustworthiness of the supplier and/or product Ability to: Ability to (27) create & read flowcharts; (28) read pseudo code; (29) interpret extensive variety of technical material in books, manuals, & network/system diagrams; (30) cooperate with coworkers on projects & group activities.
15	Provides technical information technology assistance to programming/systems staff regarding solutions to most difficult or complex information systems problems (e.g., security control implementation)	Knowledge in 1-23 Skill in 24-26 Ability to 27-30
10	Evaluates & verifies operation of vendor software & hardware; reads state-of-art technology materials; evaluates data processing products & recommends purchase.	Knowledge in 1-23 Skill in 24-26 Ability to 27-30
10	Evaluates, analyzes and designs complex &/or inter-agency LAN/WAN implementation involving heterogeneous platforms, protocols &/or network operating systems.	Knowledge in 1-23 Skill in 24-26 Ability to 27-30
5	Other duties as assigned.	*K28 developed after employment.

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
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List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

David A Brown

12/8/13