

POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Office of Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006601	<input checked="" 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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR N/A 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
80	Works with the Information Security Monitoring team for the Ohio Department of Administrative Services (DAS), OIT/Office of Security & Privacy: conducts research on various malware and security threats; compiles data and creates reports; assists with security monitoring; assists with the development of security advisories and alerts for distribution to state agencies; develops PowerPoint* presentations for briefings and unit meetings.	Knowledge of: (1) basic system administration, network, and operating system hardening techniques; (2) *common network tools (e.g., ping, traceroute, nslookup, etc.) (3)* incident response and handling methodologies; (4) * new and emerging IT and information security technologies; Skilled in: (5) operation of microcomputers & peripheral equipment; (6) use of Office Suite software Ability to: (7) define problems, collect data, establish facts & draw valid conclusions; (8) interpret a variety of instructions in written or oral form; (9) deal with many variables & determine specific actions; (10) organize information from a variety of sources into clear, concise, accurate & meaningful summaries; (11) communicate orally & in writing on technical & non-technical matters; (12) use proper research methods in gathering data.
20	Performs other related duties as needed: assists with maintaining call list, represents the Office of Information Security and Privacy to internal and external customers. Position is in unclassified service per Section 124.11(A12) of Ohio Revised Code.	Knowledge of: 1, 2, 3, 4 Skill in: 5, 6 Ability to: 7, 8, 9, 10, 11, 12 Preferred major of study: Information Security, Cyber Security, Information Technology Preferred completed course work: Intrusion Detection, Incident Handling, Intrusion Analysis, Information Security, Digital Forensics.

JOB CODE APD 7-23-14 99940	JOB CODE TITLE College Intern	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>David A Brown</i>	DATE 7/15/14

S RD 7/11/14