

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501730
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Information Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006619	<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 Deputy Chief Information Security Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006651 Data Systems Administrator
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Classified <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential		Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 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
55	Provides technical advice & direction to administrators & assistant administrators regarding information security & privacy: advises on technical, policy, & architecture direction for the Department of Administrative Services (DAS) & guides division administrators (e.g., security & privacy points of contact) regarding all facets of information technology (IT) security standards & best practices; serves as Deputy Chief Information Security Officer & recommends, implements, & approves IT security standards & best practices for DAS; directly supports & influences direction for all application & DAS-wide initiatives & projects; directly responsible for supporting all divisional & application support organizations (e.g., shared/enterprise applications & infrastructure services); directs information security points of contact & staff members in the development, publication, & enforcement of IT security policies, strategic & tactical security plans, goals, & objectives; reviews information security strategic plans submitted by agencies making recommendations to the State CISO and State CIO. Performs security, risk and vulnerability assessments as needed. Consults with other state agencies, boards and commissions on issues relating to enterprise security efforts.	Knowledge of (1) computer science; (2) computer security best practices; (3) policy development; (4) business/IT planning; (5) network security measures, equipment & software; (6) Federal statutes, regulations, policies, & guidelines pertaining to computer security; (7) technical writing techniques; (8) TCP/IP protocols; (9) computer hardware systems; (10) integration of firewalls, intrusion detection & prevention systems, user authentication systems, virtual private networks; (11) computer networking both wired & wireless; (12) disaster recovery planning; (13) security architecture; (14) division & agency policies & procedures*; Skill in (15) operation of personal computer & associated hardware/software; Ability to (16) create & read flowcharts; (17) read pseudo-code; (18) interpret extensive variety of technical material in books, manuals, & network/system diagrams; (19) cooperate with coworkers on projects & group activities; (20) maintain security certification [e.g., Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP); Certified Information Systems Auditor (CISA), Certified Information Privacy Professional (CIPP)].

JOB CODE 64163	JOB CODE TITLE Information Technology Consultant 3	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/5/2011
		*developed after employment		

ADD 7-5-11 UAB

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POSITION NUMBER 20006619 JOB CODE TITLE Information Technology Consultant 3 JOB CODE 64163 APD 2-5-11-VB	<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 Deputy Chief Information Security Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006651 Data Systems Administrator	
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	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	
	25	Assists DAS program administrators & staff in identifying security needs: develops & maintains strategy for response to security breaches; reviews agency mission specific policies & procedures required for incorporation into DAS; assists in staff training throughout DAS & business owner agencies.	Knowledge of 1, 2, 5, 6, 9, 10, 11, 12, 13, 14* Skill in 15 Ability to 16, 17, 18, 19, 20	
	10	Participates as a team member of Office of Information Technology (OIT) Security Incident Response Team: directs & trains team members in incident response procedures & responses; provides subject matter expertise for development of enterprise security standards, policies, procedures & assessments.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14*, (21) basic computer forensic procedures; Skill in 15, Ability to 16, 17, 18, 19, 20	
	10	Performs other related duties as required: prepares reports & analyses on assigned administrative & support functions; attends & /or conducts meetings; manages special projects.	Knowledge of 1, 2, 5, 6, 9, 10, 11, 12, 13 Skill in 15 Ability to 16, 17, 18, 19	
	Position is unclassified per 124.11(A)(9) of Ohio Revised Code & is overtime exempt.		*developed after employment	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/5/2011	