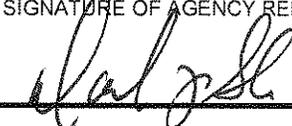


POSITION DESCRIPTION		AGENCY/DEPT ID DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Security & Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073527	<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 Information Security Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006619 Information Technology Consultant 3	
	<input checked="" type="checkbox"/> Permanent <input 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 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		
45	Provides technical advice & direction to OAKS administrators & assistant administrators regarding any & all facets of information technology (IT) security standards & best practices: recommends & implements IT security standards & best practices for Ohio Administrative Knowledge System (OAKS) production & project environment; maintains approved standards & best practices for OAKS security infrastructure; directs OAKS staff members in development, publication, & enforcement of IT security policies, strategic & tactical security plans, goals, & objectives.	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, users 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 pseudocode; (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)]. *developed after employment		
JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 4/1/2010	

Appl 5-24-10 CB

JOB CODE TITLE
Information Technology Consultant 3

