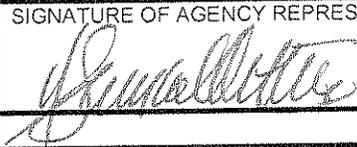
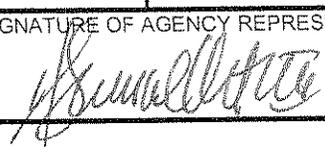


POSITION DESCRIPTION		AGENCY/DEPT ID DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE IT Security and Privacy	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073890	<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		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 TITLE Information Technology Consultant 3 JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/13/09

April 10/30/09 CB

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

POSITION NUMBER 20073890	<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		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 2 of 2											
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm														
JOB DESCRIPTION AND WORKER CHARACTERISTICS															
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 65%;">Job Duties in Order of Importance</th> <th style="width: 30%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>Assist OAKS 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 OAKS; assists in staff training throughout OAKS & business owner agencies as necessary.</td> <td>Knowledge of 1, 2, 5, 6, 9, 10, 11, 12, 13, 14* Skill in 15 Ability to 16, 17, 18, 19, 20</td> </tr> <tr> <td>10</td> <td>Participates as 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.</td> <td>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</td> </tr> <tr> <td>10</td> <td>Performs other administrative functions as required: prepares reports & analyses on assigned administrative & support functions; attends &/or conducts meetings; manages special projects;</td> <td>Knowledge of 1, 2, 5, 6, 9, 10, 11, 12, 13 Skill in 15 Ability to 16, 17, 18, 19</td> </tr> </tbody> </table>				%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	35	Assist OAKS 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 OAKS; assists in staff training throughout OAKS & business owner agencies as necessary.	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 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 administrative functions 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
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities													
35	Assist OAKS 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 OAKS; assists in staff training throughout OAKS & business owner agencies as necessary.	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 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 administrative functions 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													
JOB CODE 64163	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 												
			DATE 10/30/09												

App'd 10/30/09 CB