

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS510120

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Information Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20073890

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Threat & Vulnerability Management Program Manager

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 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	Leads the development, implementation and ongoing maintenance of an enterprise vulnerability management program; provides technical advice & direction to administrators & assistant administrators regarding any & all facets of information technology (IT) security standards & best practices: recommends & implements IT security standards & best practices to remediate discovered vulnerabilities; collaborates with other technical resources to develop and implement mitigation strategies for discovered vulnerabilities; develops plans for ongoing vulnerability scanning activities; runs vulnerability scanning tools to discover both application and network vulnerabilities.	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
April 9-12-13 WA

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE

David A Brown

DATE

8/26/2013

POSITION DESCRIPTION		AGENCY/DEPT ID DAS510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Information Security & 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 Threat & Vulnerability Management Program Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22
<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Unclassified	If FLSA Exempt, exemption type:	PR - 17
<input type="checkbox"/> Intermittent	<input type="checkbox"/> Essential		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

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Assist DAS & OIT program administrators & staff in identifying security needs; develops, & maintains strategy for response to security breaches; reviews agency mission specific policies & procedures; assists in staff training throughout DAS and other state 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.

*developed after employment

JOB CODE TITLE
64163 Information Technology Consultant 3
Apr 10 9-28-13 *ms*

List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE <i>David A Brown</i>	DATE 8/26/2013
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