

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Office of Information Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075317

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Agency Information Security Officer
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type:
Bargaining Unit 22
PR 17
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
Hours/shifts location may vary – on call 24 hrs/day, 7 days/week

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Under the general direction of the State Chief Information Security Officer in the Department of Administrative Services, Office of Information Technology, Office of Information Security and Privacy, by serving as a consultant of overall analysis and planning for information systems, provides advice & guidance to various agency information systems administrators and other team members. Serves as DAS information security point of contact for assigned agency; requires extensive knowledge of the security of information technology & systems in order to provide technical advice & direction; assist formulating & implementing information technology policies procedures, standards & best practices; directly participates in agency information security tactical and strategic planning process, assists in agency-wide policy & information security research & planning & formulates & implements technical policies & procedures related to all facets of securing information systems. Represents agency at meetings with other governmental or agency officials; assists other agencies in resolving information security problems.	Knowledge of (1) computer security best practices; (2) policy development; (3) business/IT planning; (4) networks security measures, equipment & software; (5) assigned agency policies; (6) State of Ohio OIT policies & NIST Standard; (7) Federal statutes, regulations, policies, & guidelines pertaining to computer security & security of criminal justice data; (8) technical writing techniques. Skill in (9) operation of computer terminals & peripherals (e.g., Microsoft Office, etc.); (10) security architecture; (11) TCP/IP protocols; (12) computer hardware systems; (13) integration of firewalls, intrusion detection/ prevention systems, users authentication systems, virtual private networks; (14) computer networking wired & wireless; (15) disaster recovery planning. 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.
25	Coordinates responses to internal and State auditors as it relates to information technology and information systems; manages and ensures compliance with state statutes and administrative code regarding information security and privacy; identifies trends in Information Security technology and proposes modifications to ensure agency is on the forefront of changes with appropriate policies, standards, monitoring, certification and risk assessments.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10, 11, 12, 13, 14, 15. Ability to 16, 17, 18, 19. *Developed after employment.

JOB CODE TITLE
Information Technology Consultant 3

JOB CODE
64163
APD 9-30-13

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

David A. Brown

5/3/13

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

POSITION NUMBER 20075317	<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 Agency Information Security Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<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 22 PR 17 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): Hours/shifts location may vary – on call 24 hrs/day, 7 days/week			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Establishes & maintains effective working relationships with users; provides technical advice to users regarding cost, feasibility &/or time for completion of projects; identifies deficiencies with information systems & recommends/implements design changes as appropriate; resolves problems, coordinates activities with other agency offices and/or sections; attends management-level & other meetings; provides technical consultation to higher-level management personnel; participates in investigations of suspected information security misuse or in compliance reviews as needed.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10, 11, 12, 13, 14, 15. Ability to 16, 17, 18, 19.	
	10	Participate as a member of the assigned agency's computer security incident response team, direct and train IT personnel in incident response procedures and responses. Act as the leader of the assigned agency's computer security incident response team.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10, 11, 12, 13, 14, 15. Ability to 16, 17, 18, 19.	
	5	Performs other related duties as assigned (e.g., attends training classes &/or seminars).	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10, 11, 12, 13, 14, 15. Ability to 16, 17, 18, 19.	
		<u>Unusual Working Conditions:</u> Requires travel throughout State of Ohio & may require overnight stay. (Must be willing & able to secure a valid Driver's License OR supply your own transportation).	*Developed after employment.	
JOB CODE TITLE Information Technology Consultant 3	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 64163			DATE 5/3/13	