100-600U

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/510120
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS/Security	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075495

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Security Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006619 Information Technology Consultant 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm & subject to overtime/call back 24X7

JOB CODE TITLE: Information Technology Consultant 1

JOB CODE: 64161

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Provides technical assistance to programming & systems staff of Ohio Administrative Knowledge System (i.e., OAKS running on PeopleSoft application), Managed Services Vendor (MSV) developers/ programmers, & agency security personnel regarding privacy & security of OAKS data: instructs developers/programmers on data security practices for new module enhancements & how those new/enhanced modules may affect the current data; analyzes application design documents to ensure compatibility with security & workflow principles; utilizes knowledge of PeopleSoft modules (e.g., FIN, HCM, EPM) to analyze modules & advise developers on applications to correct security gaps; designs system security test procedures & reviews test results; recommends security standards for new & existing data (e.g., complete & accurate definitions) consistent with state & federal legislation; researches complex data security issues related to web-based architecture & recommends solutions; assists with ensuring security policies & guidelines align with department's long-term goals & strategies; implements data security principles; provides input & subject matter expertise in design & development of databases; participates in development of archive policies for database elements; provide input and subject matter expertise regarding Microsoft Windows security practices; automates security tasks using a scripting language (e.g., Power Shell, WMI).	Knowledge of (1) computer science; (2) systems analysis & design; (3) PeopleSoft security (e.g., FIN, HCM, EPM); (4) relational databases & data relationships (e.g., Oracle); (5) data security practices & implementation; (6) Windows security practices; (7) scripting language programs (e.g., WMI, Power Shell)*; (8) customer service techniques; Skill in (9) operation of personal computer & associated hardware & software (e.g., MS Office, Outlook, PeopleSoft); (10) testing & maintenance of web-based applications for validity & reliability; Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) prepare meaningful, concise & accurate reports; (13) interpret variety of technical computer manuals & documentation; (14) write program specifications & system documentation; (15) communicate verbally & in writing on technical & non-technical matters; (16) cooperate with co-workers on group projects; (17) maintain confidentiality of sensitive information; (18) prioritize & organize assignments; (19) develop & conduct training.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	10/30/07

Appd 10/30/07 CB

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Appd 10/30/09

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Security Analyst	20006619 Information Technology Consultant 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm & subject to overtime/call back 24X7

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Maintains the Information Classification Repository (ICR): maintains security access documentation for OAKS employees' security documentation: collaborates with MSV development teams in developing new data elements & definitions to ensure information categorization & classification: works with Office of Budget & Management, Department of Administrative Services personnel, as well as developers/programmers, & OAKS teams to determine what fields in the databases are non-public, what documents on file system are not part of database, & what paper documents should be non-public when transferring data electronically to other agencies, monitors transmittal paths & compliance with policies & procedures to ensure that information is adequately protected during processing, transmission, & storage; maintains data retention schedule & reviews data annually to ensure sensitive data is not retained any longer than necessary; participates in developing & monitoring data dictionary.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
20	Serves as liaison between OAKS & Office of Information Technology Risk Management Office; participates in implementation of risk assessments; coordinates running of vulnerability assessment tools & analyzes reports generated; advises others in developing information security plans; when security incidents occur, creates security incident reports & informs Security Officer.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8 Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19
10	Performs other related duties as assigned: represents OAKS Security Office in meetings; assists in Employee Security Awareness Training; attends seminars & classes to maintain awareness of current data security; researches online sites to stay abreast of current security vulnerabilities & mitigation techniques.	Knowledge of 3, 5, 8 Skill in 9 Ability to 12, 15, 16, 18 PSMQ 18 mos. exp. implementing PeopleSoft security practices.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	10/13/09