

# POSITION DESCRIPTION

AGENCY/DEPT ID DAS  
DAS510120

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Security & Privacy

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  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 14  
PR 34  
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
40	<p>Work with systems development groups to define and implement security controls for personal computers &amp; local area networks: establishes access levels; reviews security reports to discover unauthorized access; maintains security files &amp; access levels of users; analyzes operations to determine security needs; designs system security test procedures &amp; reviews test results; recommends security standards for new &amp; existing data (e.g., complete &amp; accurate definitions) consistent with state &amp; federal legislation; researches complex data security issues &amp; recommends solutions; assists with ensuring security policies &amp; guidelines align with department's long-term goals &amp; strategies; implements data security principles; participates in development of archive policies for database elements; provides input and subject matter expertise regarding Microsoft Windows security practices; automates security tasks using a scripting language (e.g., Power Shell, WMI); creates SharePoint sites and WorkFlows.</p>	<p><b>Knowledge of:</b> (1) computer science; (2) systems analysis &amp; design; (3) IT audit procedures; (4) SharePoint; (5) data security practices &amp; implementation; (6) Windows security practices; (7) scripting language programs (e.g., WMI, Power Shell)*; (8) customer service techniques;</p> <p><b>Skill for:</b> (9) operation, of personal computer &amp; associated hardware &amp; software (e.g., MS Office, Outlook, PeopleSoft); (10) Organization and tracking of large projects;</p> <p><b>Ability to:</b> (11) define problems, collect data, establish facts &amp; draw valid conclusions; (12) prepare meaningful, concise &amp; accurate reports; (13) interpret variety of technical computer manuals &amp; documentation; (14) write program specifications &amp; system documentation; (15) communicate verbally &amp; in writing on technical &amp; non-technical matters; (16) cooperate with co-workers on group projects; (17) maintain confidentiality of sensitive information; (18) prioritize &amp; organize assignments; (19) develop &amp; conduct training.</p> <p>*developed after employment.</p>

JOB TITLE  
Data Security Analyst 1

JOB CODE APD 9612 000  
12381

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*David C Brown*

8/10/12

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Page 2 of 2

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

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40	Coordinates responses to IT audit requests; maintains repository of audit information; develops reporting methodology to ensure accurate tracking of audit responses; utilizes subject matter expertise to utilize subject matter expertise to correctly identify appropriate sources for each type of information requested.	<b>Knowledge of:</b> 1, 3, 4, 5, 8 <b>Skill for:</b> 9, 10 <b>Ability to:</b> 11, 12, 13, 14, 15, 16, 17, 18, 19
10	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.	<b>Knowledge of:</b> 1, 2, 4, 5, 6, 7, 8 <b>Skill for:</b> 9, 10 <b>Ability to:</b> 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.	<b>Knowledge of:</b> 5, 8 <b>Skill for:</b> 9, 10 <b>Ability to:</b> 12, 15, 16, 18  <u>PSMQ</u> 18 mos. experience implementing PeopleSoft security practices.

JOB TITLE  
Data Security Analyst I

JOB CODE  
12381  
APD 9-6-12 on

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*David A Brown*

8/10/12