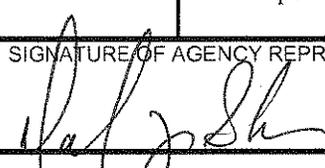


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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS510120 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE Security and Privacy | COUNTY OF EMPLOYMENT Franklin |

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| POSITION NUMBER 20075495 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION Security Analyst | | 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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> 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 DESCRIPTION AND WORKER CHARACTERISTICS | | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 50 | Develops & enforces all security policies & procedures for personal computers & local area networks; establishes access levels; reviews security reports to discover unauthorized access; maintains security files & access levels of users; analyzes operations to determine security needs; 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 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 for: (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. | |
| | | | *developed after employment | |
| JOB CODE 12382 | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE  | |
| | | | DATE 4/23/10 | |

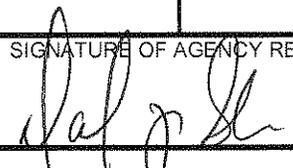
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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS510120 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE Security and Privacy | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
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| POSITION NUMBER 20075495 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | |
| | | | | Agency Organizational Tree |
| | USUAL WORKING TITLE OF POSITION Security Analyst | | 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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt | Bargaining Unit 14 |
| | | If FLSA Exempt, exemption type: | 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 for: 9, 10 Ability to: 11, 12, 13, 14, 15, 16, 17, 18, 19 |
| 20 | 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 for: 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 for: 9 Ability to: 12, 15, 16, 18 |
| | | <u>PSMQ</u> 18 mos. exp. implementing PeopleSoft security practices. |

App 4-28-10 CB

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|-------------------|--|--|-----------------|
| JOB CODE 12382 | List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 4/23/10 |
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