

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	<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 20073890 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	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.

Apd 3-13-09 CB

JOB CODE 64161	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Darlene W...</i>	3/4/09

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
20073890 Information Technology Consultant 3

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible 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 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 <u>PSMQ</u> 18 mos. exp. implementing PeopleSoft security practices.

JOB CODE TITLE
Information Technology Consultant 1

JOB CODE
64161

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Darlene Wilk

3/4/09

April 3-13-09