

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
OFFICE OF INFORMATION TECHNOLOGY

UNIT OR OFFICE
Office of Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20092239

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Data Security Analyst POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: SEE TABLE OF ORGANIZATION

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: PR 35
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. **Subject to call 24x7**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Review authorization and assurance documents to confirm that the level of risk is within acceptable limits for each software application, system, and network; verify that application software/network/system security postures are implemented as stated, document deviations, and recommend required actions to correct those deviations; verify that the software application/network/system accreditation and assurance documentation is current.	Ability to interpret and incorporate data from multiple tool sources; (21) define problems, collect data, establish facts & draw valid conclusions; (22) prepare meaningful, concise & accurate reports; (23) interpret variety of technical computer manuals & documentation; (24) write program specifications & system documentation; (25) communicate verbally & in writing on technical & non-technical matters; (26) cooperate with co-workers on group projects; (27) maintain confidentiality of sensitive information; (28) prioritize & organize assignments; (29) develop & conduct training. Knowledge of 1-13 Skill in 14-20 Ability to 21-29
15	Serves as liaison with users in & outside of agency; plan and conduct security authorization reviews for initial installation of software applications, systems, and networks; provide an accurate technical evaluation of the software application, system, or network, documenting the security posture, capabilities, and vulnerabilities against relevant IA compliances; recommend new or revised security, resilience, and dependability measures based on the results of reviews; developing security compliance processes and/or assessments for external services (e.g., cloud service providers, data centers.). Work with state and federal auditors to ensure consistent delivery of audit documentation and remediation of findings.	Knowledge of 1-13 Skill in 14-20 Ability to 21-29
5	Performs other related duties as needed.	Knowledge of 1-13 Skill in 14-20 Ability to 21-29

JOB CODE TITLE
Data Security Analyst 2

APP 10/14/16 AS

JOB CODE
12382

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 9/23/16

R. J. Feather

9/23/16