

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS500000

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Office of Security & Privacy

COUNTY OF EMPLOYMENT
Franklin

This row is for Information Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)
Networking and Security

SECONDARY TECHNOLOGY (IT ONLY)
Windows Server 2003 and 2008

POSITION NUMBER
20093517

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

BUILD IT Supervisor

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: ADMIN

Bargaining Unit 22
PR 16
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

8:00 AM to 5:00 PM – **however, the position is SUBJECT TO CALL 24/7**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	<p>On behalf of the Ohio Department of Administrative Services (DAS), Office of Information Technology (OIT), Office of Security & Privacy, responsible for supervising a team of infrastructure specialist, data security analyst, and college interns to evaluate, develop, & build, statewide IT security systems. Responsible for evaluating current IT policies, procedures and practices & recommending necessary changes. Will lead IT driven change effort, as well as participate in activities involving project/task and ensure meeting all required deadlines. Supervises staff: assigns & reviews work; conducts & prepares performance evaluations; approves leave requests utilizing the Ohio Administrative Knowledge System (OAKS) running on PeopleSoft Application; provides training & career development to effectively and efficiently meet project goals; assists in hiring process & makes hiring recommendations.</p>	<p>Knowledge of (1) Computer Network Defense policies, procedures, and regulations; (2) networking and security; (3) windows server 2003 and 2008; (4) IT security systems; (5) supervision; computer security best practices; (6) Federal statutes, regulations, policies, & guidelines pertaining to computer security; (7) division & agency policies & procedures*.</p> <p>Skill in (8) operation of personal computer & associated hardware/software.</p> <p>Ability to (9) interpret extensive variety of technical material in books, manuals, & network/system diagrams; (10) cooperate with coworkers on projects & group activities; (11) maintain security certification [e.g., Certified Information Security Manager (CISM), Certified Information Systems Security Professional (CISSP); Certified Information Systems Auditor (CISA), Certified Information Privacy Professional (CIPP)]; (12) be on call 24 hours a day, 7 days a week if necessary.</p> <p>*developed after employment</p>

JOB TITLE
Information Technology Supervisor 3

JOB CODE
64119

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE ATTACHED TO

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

9/24/14

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Information Technology Supervisor 3

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70	Oversees a team of the OIT/Office of Security Build unit, who performs system administration on specialized Computer Network Defense applications and systems (e.g., endpoint protection, intrusion prevention /detection systems, web application firewalls, etc.) to include installation, configuration, maintenance, and backup/restore. Administer Computer Network Defense test bed and test and evaluate new Computer Network Defense applications, rules/signatures, access controls, and configurations of Computer Network Defense platforms. Lead identification, prioritization, and coordination of the protection of critical Computer Network Defense infrastructure and key resources. Coordinate with Computer Network Defense Analysts to manage and administer the updating of rules and signatures (e.g., intrusion detection/protection systems, anti-virus, and content blacklists) for specialized Computer Network Defense applications.	Knowledge of 2, 5, 6, 7*; (13) how traffic flows across the network (e.g., Transmission Control Protocol [TCP] and Internet Protocol [IP], Open System Interconnection Model [OSI], Information Technology Infrastructure Library v3 [ITIL]); (14) IA principles and organizational requirements (relevant to confidentiality, integrity, availability; (15) advanced authentication, non-repudiation); (16) incident response and handling methodologies; (17) intrusion detection system tools and applications; (18) network security architecture concepts including topology, protocols, components, and principles (e.g., application of Defense-in-Depth). Skill in 8 Ability to 9-12
10	Other duties as assigned.	Knowledge of 5, 7* Skill in 8 Ability to 12

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DATE

9/14/16