

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Operations Security

POSITION CONTROL NUMBER  
41200.0

CLASS TITLE  
Data Systems Administrator

CLASS NUMBER  
64135

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Security Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
41000.0 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

Page 1 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Administers & superintends strategic planning process for Service Delivery Division (SDD) information technology (IT) security polices: develops, coordinates, publishes & implements SDD IT security policies, standards, procedures, goals & objectives; actively monitors security activities to ensure compliance with SDD & statewide IT security policies; conducts vulnerability assessments; reviews SDD program areas' IT security procedures & precautions, compares to industry standards & identifies gaps; conducts technical research & prepares formal recommendations to support multi-program IT security initiatives; advises senior administrators & makes recommendations on application of IT security policies, procedures, standards & on security features that provide for protection of SDD IT assets; develops, coordinates & implements risk management policies & processes relative to IT security (i.e., establishes SDD IT risk management strategies, establishes business & technology security strategies); serves as IT security policy consultant for SDD programs; develops metrics & benchmarks to ensure SDD IT security progress; prepares reports (e.g., findings, results, recommendations, threats, risks, trends, incidents) on technical & non-technical material; serves as project manager for technical or policy projects & facilitates IT security work groups & committees; .oversees monitoring of project performance, integrity & implementation; supervises technical personnel; determines section staffing needs; prepares & monitors budget for program; reviews & approves program expenditures.	Knowledge of (1) computer science or information technology; (2) development, implementation & management of enterprise IT security; (3) technical project management; (4) technical research; (5) multi-organizational IT security initiatives; (6) IT security risk analysis & assessment; (7) IT security laws & regulations; (8) security requirements & issues with IT systems (e.g., operating, network, database, web-based); (9) system & application software on several platforms (e.g., network, desktop, server); Skill in (10)operation of microcomputers, peripheral equipment & software; Ability to (11)manage technical staff; (12) define problems, collect data, establish facts & draw valid conclusions; (13) interpret variety of technical material in books, journals, manuals & audiovisual form; (14) develop & implement IT security policies; (15) prepare meaningful, concise & accurate reports; (16) communicate verbally & in writing on technical & non-technical matters.
20	Shapes SDD security & participates in statewide incident response & recovery: develops business continuity plans; develops incident response capabilities; establishes network of security experts to share information, identify lessons learned & stay in tune with recent developments in IT security measures & threats; maintains database of security contacts within state agencies; works with Statewide IT Policy manager & state enterprise architect to interpret & approve security requirements relative to capabilities of new technologies..	Knowledge of 2, 4, 6, 7, 8 Skill in 10 Ability to 12, 13, 15, 16

List Position Numbers and Class Titles of Positions Directly Supervised:

- |                         |                         |
|-------------------------|-------------------------|
| 41202.0 IT Consultant 2 | 41206.0 IT Consultant 3 |
| 41204.0 IT Consultant 3 | 41208.0 IT Consultant 2 |

SIGNATURE OF AGENCY REPRESENTATIVE

*Gregory L. Mounts*

DATE

7/13/06

Appl 7-21-06 CB

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20	Oversees strategic & tactical planning, policies, procedures, standards, service level agreements & service offerings for division. Oversees development, review, maintenance & distribution of strategic planning documents, policies, procedures & guidelines; & develops service level agreements with customers. Oversees disaster recovery section: planning & recruitment of all hardware, software & services & coordination of disaster recovery testing & other projects.	Knowledge of (16) agency & division policies & procedures*; (17) Service Level Agreements; (18) disaster recovery planning methodology Skill in 10 Ability to 12, 15, 16
5	Performs other related duties as required: conducts meetings & presentations to educate staff & promote SDD training & awareness of IT security matters & policies; provides security cost & resource estimates for input into budget process; monitors availability of grant funding opportunities & heads efforts to secure grant funding for IT security programs.  Must submit to & pass personal background check & is overtime exempt.	Knowledge of 2, 4, 6, 7, 8, (17) public speaking techniques & practices; (18) meeting facilitation; Skill in 10; Ability to 12, 13, 15, 16.

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*Opd 7-21-06 CB*

List Position Numbers and Class Titles of Positions Directly Supervised:

41202.0 IT Consultant 2                      41206.0 IT Consultant 3  
41204.0 IT Consultant 3                      41208.0 IT Consultant 2

SIGNATURE OF AGENCY REPRESENTATIVE

*Gregory L. Mounts*

DATE

7/13/06