Classification Specification for Unclassified Service

Title: Information Security Analyst I

Pay Scale Group: 71 F

Essential Function

Under general supervision from a designated administrator, assists in performing procedures and provides technical solutions that serve to provide appropriate access to and protect systems from unauthorized users.

Characteristic Duties

Carries out procedures to ensure that all systems, products and services meet organization security standards;

Works with business units to achieve security objectives and identifies, reports, and resolves security risks and violations;

Assists with the formation of information security strategies for the protection of sensitive data;

Involved in the full security systems life cycle which includes, designing, coding, testing, implementing, maintaining, and supporting software, quality assurance, testing and deployment;

Develop technical documentation (designs, specifications, processes, workflows) and communications;

Advocates and provides information security consultation on UC projects initiative within the business and development of systems;

Assists with and manages cyber investigations through forensic fact gathering with a focus on e-discovery;

Assists with information security training and awareness programs;

Other related duties as assigned.

Minimum Qualifications

Bachelor’s degree in Computer Science, Information Technology, Computer Engineering, or related degree; -OR- an Associate’s degree with two (2) years’ experience ; or four (4) years of basic to intermediate level computer hardware related experience. Possesses working knowledge of commonly-used concepts, practices, and procedures and contributes through support, using established processes, methods, and systems.