Classification Specification for Unclassified Service

Title: Information Security Analyst Sr

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;

Formulates information security strategies for the protection of sensitive data;

Develops and validates baseline security configurations for operating systems, applications, networking, and telecommunications equipment;

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;

Develops and presents information security training and awareness programs;

Ensures that information security environments support UC privacy policies and state and federal laws;

Serves as expert resource to others; serves on committees and projects;

Other related duties as assigned.

Minimum Qualifications

Master’s degree in Computer Science, Information Technology, Computer Engineering, or a relevant degree and two (2) years related experience -OR- a Bachelor’s degree with four (4) years’ experience -OR- an Associate’s degree with six (6) years’ experience; -OR- eight (8) years’ experience. Experience and/or training include advanced level experience and possesses broad and deep knowledge of own area and related areas and contributes through advanced knowledge, skill and experience.