Job Code: 457.2

Job Title: **IT SPECIALIST – SECURITY**

Pay Grade: 22

GENERAL SUMMARY:

The purpose of this position is to facilitate compliance with IT security plans, policies, and operational procedures. Promotes and supports the city's IT security framework to *identify* the IT assets and data that must be protected, *detect* cyber incidents, *protect* IT assets from intentional or unintentional compromise or destruction, *respond* and *recover* where cyber incident compromise occurs.

RESPONSIBILITIES:

CUSTOMER SERVICE: Provides simple diagnoses and resolution to IT security related incidents. Manages *basic to moderate* IT security tasks to ensure the safety of IT assets and data. Utilizes controls to protect systems from intentional or inadvertent access or destruction. Facilitates cyber security awareness training and mentoring throughout user community. Demonstrates knowledge and understanding of business needs; prioritizes IT security risk mitigation and controls to accomplish business objectives.

OPERATIONS & MAINTENANCE: Performs research and fact-finding to facilitate incident resolution. Monitors and resolves *simple* IT security incidents by applying knowledge of remediation techniques. Works closely with business and technology personnel to document system security plans. Provides IT security user awareness training and coaching to HAS, tenants, and contract personnel.

ADMINISTRATION: Maintains clear and concise documentation; documents incident management activities, i.e. time spent, actions taken, and status of incident; assists in designing and documenting IT security processes, procedures and standards;

TEAM EFFORT: Contributes to team effort by accomplishing related results and performing related responsibilities as needed.

SPECIFICATIONS:

KNOWLEDGE:

Associate's degree in Computer Science, Management and Information Systems (MIS), Business or a related field. System-specific technical certifications may be considered a substitution for Associate's degree.

Experience in IT security, infrastructure or applications may be substituted for the education requirement on a year-for-year basis.

EXPERIENCE: At least one (1) year of IT security, infrastructure, or applications experience.

COMPLEXITY: Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions. Able to fully perform work of low complexity and variation without assistance.

IMPACT OF ACTIONS: Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the team lead or manager available to answer questions as they arise. Ability to pass and maintain federal security clearances may be required.

SUPERVISION EXERCISED: No direct report employees. No indirect reports.

Direct Supervision:

Indirect Supervision:

CONTACTS:

Internal Contacts: Level of internal contact is primarily with technical staffs and with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts: Level of external contact is primarily with administrative support, technical and professional staff. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT: The position is physically comfortable; the individual has discretion about walking, standing, etc. Operates a motor vehicle.

WORK ENVIRONMENT: There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions. Significant time spent using computer display, keyboard, and mouse.

PHYSICAL SKILL: Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands. Operates a motor vehicle.

MISCELLANEOUS: Performs related work as required.

JOB FAMILY: Information Technology – IT Security

Technical Track:	**Management Track:**
IT Intern	--
IT Associate – IT Security	--
IT Specialist – IT Security	--
IT Professional – IT Security	IT Lead -- IT Security
IT Sr. Professional – IT Security	IT Manager -- IT Security
IT Security Professional – Expert	Information Security Officer (ISO)
--	Chief Information Security Officer (CISO)

Effective: November 4, 2015
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