



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 457.3

Job Title: IT PROFESSIONAL – SECURITY

Pay Grade: 27

### **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* from cyber incidents.

### **RESPONSIBILITIES:**

**CUSTOMER SERVICE:** Provides on site and/or remote diagnoses and resolution to IT security related incidents. Manages *moderate to complex* IT security tasks to ensure the safety of IT assets and data. Manages 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:** Serves as technical professional by overseeing a variety of moderately complex analytical and technical assignments; provides subject matter expertise and advice for assigned IT security and business systems; assists in the design and documentation of IT security policies, procedures, and standards. Ensure effectiveness of IT security controls by evaluating the results and developing action plans for vulnerability assessments, penetration testing, process and policy audits. May also serve as primary system administrator for IT security systems or applications.

**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 18 months of technology experience in IT security, or supporting security aspects of IT infrastructure or applications teams.

**COMPLEXITY:** Individual contributor that is fully proficient in applying established standards; knowledge based acquired from several years of experience in particular area. Works independently; may instruct or coach other professionals on technical issues. Ability to execute *moderately complex* or specialized projects; adopts precedent and may make significant departures from traditional approaches to develop solutions.

**IMPACT OF ACTIONS:** Errors in work typically lead to moderate inconvenience, risk and costs. The incumbent functions autonomously, with the 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 occasionally 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:**

IT Intern  
IT Associate – IT Security  
IT Specialist – IT Security  
**IT Professional – IT Security**  
IT Sr. Professional – IT Security  
IT Security Professional – Expert  
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**Management Track:**

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IT Lead -- IT Security  
IT Manager -- IT Security  
Information Security Officer (ISO)  
Chief Information Security Officer (CISO)

*Effective: November 4, 2015  
Revised: June 9, 2017*