Information Security Analyst

Job Code 00001123

General Description
Responsible for performing vulnerability and penetration testing, responding to security incidents, maintaining technical computing security documentation, and conducting security awareness training.

Examples of Duties
Perform risk analysis and assessment of major computing systems.
Participate in new computing system design and/or upgrades.
Review departmental computing systems vulnerabilities.
Coordinate with TR staff on virus protection.
Respond to requests for assistance.
Maintain database of security incidents.
Conduct security awareness training for technical support staff.
Develop policies to ensure the security of information assets.
Monitor the effectiveness of defined controls for critical information.
Coordinate risk analyses and assessments of computing systems.
Document and maintain an up to date information security program.
Perform other duties as assigned

Knowledge, Skills, and Abilities
Knowledge of: Laws, guidelines, and policies related to computer security.

Skill in: Preparing documentation and reports; communicating with others; prioritizing work load; determining location of problem and determining the proper solution.

Ability to: Read and understand reference manuals for computer hardware/software; read computer printouts; perform basic math skills; communicate effectively with users and technical staff; work under pressure; locate and analyze systems security problems and provide resolutions; work effectively as a team member.
**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**