

## **INFORMATION SECURITY ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs both technical and administrative work involving policy and procedure development with regard to data integrity and security. The incumbent monitors security systems and software to ensure the safekeeping and protection of data from unauthorized modification or destruction. The position also monitors, assesses, and modifies the disaster recovery program, performs network intrusion testing, application vulnerability assessment scans, and risk assessment reviews. The work is performed under the supervision of the Director or Assistant Director in accordance with the county computer systems security policy. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Monitors and advises on information security issues related to both systems and workflow to ensure that internal security controls for the county are appropriate and operating as intended;

Makes sure security appliances such as IPS, firewall, antivirus, antimalware, web filters and spam filters are kept up to date;

Audits and monitors both electronic and physical security of IT systems and networks;

Coordinates a response to information security incidents;

Works with the Director and Assistant Director on developing information security policies, procedures, standards and guidelines based on knowledge of best practices and compliance requirements;

Conducts county-wide data classification assessment and security audits and recommends remediation plans; Keeps abreast of latest security issues;

Conducts and documents both internal and external intrusion testing;

Audits and monitors security policies for workstations and servers;

Coordinates the reporting of security issues;

Collaborates with IT management, the Law department, the Security Division, and law enforcement agencies to manage security vulnerabilities; creates, manages and maintains user security awareness;

Prepares and maintains information security documentation,

including department policies and procedures, county-wide notifications, Web content, and ITS alerts.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of computer system security administration;  
Thorough knowledge of accepted information technology practices with regard to data integrity and security;  
Thorough knowledge of firewall management;  
Thorough knowledge of web filtering software and hardware;  
Good knowledge of logical operations of data communications devices;  
Good knowledge of local and wide area network administration;  
Working knowledge of data processing methodology and techniques including documentation of data security;  
Working knowledge of data processing methodology and techniques including documentation of data security;  
Ability to implement and maintain computer security policies and procedures;  
Ability to communicate effectively, both orally and in writing;  
Ability to understand and interpret complex technical material;  
Ability to prepare written material, especially system security documentation;  
Ability to define and recommend computer documentation of data security;  
Ability to establish and maintain effective working relationships;  
Ability to deduce problems logically.

**MINIMUM QUALIFICATIONS:**

a.) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree or higher in computer science, computer technology, data processing, management information systems, information resource management, or related field, and two (2) years experience in security systems administration and/or network administration, one year of which included the use of firewall

management and web-filtering software as a primary function of the job; or

- b.) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and three (3) years of experience in security systems administration and/or network administration, one year of which included the use of firewall management and web filtering software as a primary function of the job; or
- c.) Four (4) years of experience in security systems administration and/or network administration, one year of which included the use of firewall management and web filtering software as a primary function of the job; or
- d.) An equivalent combination of training and experience as indicated between the limits of a), b) and c) above.

**NOTES:**

- 1) Certification as a Microsoft Network Administrator or Cisco Network Engineer may be substituted for one year experience in security systems administration and/or network administration.
- 2) Two years of education in the specific field is equivalent to one year of experience in security systems administration and/or network administration.
- 3) There is no substitution for the required one year experience in the use of firewall management and web-filtering software.