

Jurisdictional Class: Competitive
EEO Category: Technician
Revised: 08/16/2023

INFORMATION SECURITY ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position performs both technical and administrative work involving policy and procedure development regarding 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 general supervision of a higher-level manager. Supervision is not a function of this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Monitors and advises on information security issues related to both systems and workflow to ensure that internal security controls are appropriate and operating as intended;
Audits and monitors both electronic and physical security of IT systems and networks;
Coordinates a response to information security incidents;
Assists in developing information security policies, procedures, standards and guidelines based on knowledge of best practices and compliance requirements;
Conducts data classification assessment and security audits and recommends remediation plans;
Keeps abreast of latest security issues;
Reviews findings of vulnerability assessments and works to address the issues;
Audits and monitors security policies for workstations and servers;
Coordinates the reporting of security issues;
Creates, manages and maintains user security awareness;
Prepares and maintains information security documentation.

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.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in computer science, computer technology, data processing, management information systems, information resource management, or related field **AND** two (2) years of experience in information security systems administration; **OR**
- (B) Possession of Associate's Degree in computer science, computer technology, data processing, management information systems, information resource management, or related field **AND** four (4) years of experience in information security systems administration; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in information security systems administration.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

SPECIAL REQUIREMENT FOR ONEIDA COUNTY GOVERNMENT ONLY: Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 04/24/2018
Revised: 08/24/2018, 08/26/2019, 01/06/2023, 05/03/2023, 08/16/2023