Classification Title Code/Title: 9067/Information Security Officer

Exempt Status: Exempt
*Exemption is subject to applicable salary requirements from the Department of Labor

Pay Grade: 73

Job Summary: Performs advanced and managerial information systems security analysis work. Performs risk analysis, planning and budgeting, and analyzing user requirements, procedures, and problems to ensure security compliance. Ensures practices comply with policy and regulatory guidelines.

Essential Duties and Responsibilities

- Develops and implements strategic planning actions and policy decisions. Assists with the analysis and definition of disaster recovery responsibilities and procedures.
- Analyzes procedures and policies for security compliance. Directs the development and maintenance of information security policies and procedures.
- Assists in the design of security controls. Prepares security documentation and justification.
- Performs system and application security assessments and audits.
- Analyzes and documents present and proposed systems in terms of risks, procedures, and policies.
- Performs other related duties as assigned.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's Degree. Equivalent combination of relevant education and experience may be substituted as appropriate

Experience – Eight years of relevant experience.

Knowledge, Skills, Abilities

Skill to interpret and apply rules.

Registration, Certification, or Licensure

Supervision Received/Given
Works under direction and generally does not supervise.

Other Requirements

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *List physical demands