

Job Title	Security Analyst I
Job Code	
Exempt Status	
Position Status	
EEO Classification	

Job Summary

The Security Analyst I, under general direction, performs routine information technology (IT) analysis functions.

Essential Duties and Responsibilities

- Helps enforce and audit security policies and procedures such as access, breach escalation, use of firewalls, and encryption routines.
- Helps monitor data security profiles. Participates in audits and investigations of security exceptions.
- Helps develop risk analysis scenarios and response procedures.
- Helps update, maintain, and document security controls. Provides direct support to the client and internal IT groups for security related issues.
- Helps advise technical staff, policy administrators, and clients on the integrity of security procedures, systems, and policies in the design of systems and facilities.
- Documents and logs information security, incidents, responses, plans, methods, and procedures.
- Assists with new technology deployments and integration testing.
- Helps evaluate security products, services, and procedures to enhance productivity and effectiveness.

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 in applicable field or equivalent combination of education and experience.

Experience – Two years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of intermediate troubleshooting, client relations, and the Information Technology Interface Library (ITIL).

Ability to – Ability to multitask and work cooperatively with others.

Licensing / Professional Certification – None.

Physical Requirements – None.

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.

Supervision of Others

This position generally does not supervise employees.

Other Requirements