

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

Job Summary

The Security Analyst II, under general direction, performs complex and non-routine specialized information technology (IT) security analysis functions, such as troubleshooting, advanced analysis, research, and problem-solving.

Essential Duties and Responsibilities

- Helps develop and manage data, system, and network security architecture.
- Enforces and audits security policies and procedures such as access, breach escalation, use of firewalls, and encryption routines.
- Administers and monitors data security profiles on all platforms, conducts audits, reviews security violation reports, and investigates security exceptions. Conducts and reports on internal investigations of possible security violations.
- Develops risk analysis scenarios and response procedures.
- Updates, maintains, and documents security controls and provides direct support to the client and internal IT groups for security related issues.
- Advises technical staff, policy administrators, and clients on the integrity of security procedures, systems, and policies in the design of systems and facilities.
- Reviews the accuracy of documentation and logs of information security incidents, responses, plans, methods, and procedures.
- Implements new technology deployments and integration testing.
- Evaluates security products, services, and procedures to enhance productivity and effectiveness.
- Assists project leaders with developing work plans and time schedules for projects including outlining phases and identifying personnel and computing equipment requirements.

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 – Three years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent written communication, analytical, interpersonal, and organizational skills.

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 may supervise employees.

Other Requirements