

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

Job Summary

The Security Analyst III, under general direction, serves as technical lead for information technology (IT) security analysis projects or services. Provides technical oversight for the application of and compliance with technical standards. Coordinates the technical activities of an IT security analysis team. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

Essential Duties and Responsibilities

- Develops and manages data, system, and network security architecture.
- Coordinates enforcement and audits of security policies and procedures such as access, breach escalation, use of firewalls, and encryption routines.
- Coordinates the administration and monitoring of data security profiles on all platforms and audits reviews of security violation reports and investigations of security exceptions. Coordinates investigations of possible security violations and ensures completion of investigation reports.
- Coordinates the development of risk analysis scenarios and response procedures.
- Coordinates and monitors the updates, maintenance, and documentation of security controls. Coordinates and monitors direct support to clients and internal IT groups for security related issues.
- Oversees and coordinates advice given to technical staff, policy administrators, and clients on the integrity of security procedures, systems, and policies in the design of systems and facilities.
- Oversees processes used to document and log information security incidents, responses, plans, methods, and procedures. Monitors and audits security documentation and logs.
- Creates, evaluates, and approves plans for the implementation of new technology deployments and system integration testing.
- Coordinates the evaluation of security products, services, and procedures to enhance productivity and effectiveness. Makes recommendations based on the evaluation of new technologies.

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 – Five years of related experience.

Knowledge of – Knowledge of word processing and spreadsheet applications. Knowledge of IT architecture, project management, negotiation skills, basic vendor relations, advanced client relation skills, proposal writing, business acumen, persuasive communication, adaptability to change, team leadership skills, and quality assurance methodologies.

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 supervises employees.

Other Requirements