

<b>Job Title</b>	Security Analyst IV
<b>Job Code</b>	
<b>Exempt Status</b>	
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Security Analyst IV, under general direction, provides technical leadership and oversight for the deployment and delivery of enterprise-wide information technology (IT) security analysis projects or services. Participates in mentoring, training, and developing other employees.

### **Essential Duties and Responsibilities**

- Oversees the development and management of data, system, and network security architecture.
- Establishes standards for enforcement and audits of security policies and procedures, such as access, breach escalation, use of firewalls, and encryption routines.
- Establishes standards for the administration and monitoring of data security profiles on all platforms and audits reviews of security violation reports and investigations of security exceptions. Oversees investigations of possible security violations and ensures completion of investigation reports.
- Oversees the development of risk analysis scenarios and response procedures, and makes recommendations to executive leadership.
- Establishes standards for procedures used to monitor the updates, maintenance, and documentation of security controls. Establishes standards for procedures used to monitor the direct support to the client and internal IT groups for security related issues.
- Oversees security awareness programs and collaborates on the education of stakeholders on security policies and practices.
- Establishes the standards and processes used to document and log information security incidents, responses, plans, methods, and procedures.
- Establishes enterprise level standards for the implementation of new technology deployments and system integration testing.
- Oversees the process for evaluating new technologies. Make technical recommendations to executive leadership.

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* – Eight years of related experience.

*Knowledge of* – Knowledge of word processing and spreadsheet applications. Knowledge of IT architecture, application of systems theory, advanced negotiation skills, enterprise-level operations, multi-team leadership and coordination, advanced project management, sourcing skills, advanced vendor relations, advanced business acumen, and change management.

*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 generally supervises employees.

### **Other Requirements**