NEWPORT NEWS **NN** PUBLIC SCHOOLS

Job Description

Job Title: Information Security Analyst

Job Classification: Exempt

Supervisor: Director of Technology
Pay Grade: 42
Contract Length: 245

Job Summary
The Information Security Analyst monitors all levels of accessibility to ensure complete protection and integrity of division data assets. The Information Security Analyst will serve as the division information security liaison between functional areas within the Technology department as well as between the Technology department and external users or vendors. The Information Security Analyst is responsible for working with Technology department support staff in the development of information security policies and procedures; design of security policy education, training and awareness activities; monitor compliance with division IT security policy and applicable laws; and coordinating investigation and reporting of information security incidents.

Essential Duties
1. Work with the IT Security and Data Governance committee to develop, test and implement the division information security policy and procedures
2. Serve as the primary point of contact on matters of information technology security incident response and threat management.
3. Oversee the information technology security incident response program.
4. Communicate security threats, policies standards, and guidelines in clear terms to technical and non-technical staff.
5. Researches, evaluates, recommends, communicates, and assists with the implementation of new security software and hardware.
6. Collaborate with appropriate information technology professionals, department heads, users and administrators to identify, communicate and manage security vulnerabilities.
7. Assist in the development, training and maintenance of the user security awareness program.
8. Conduct security research in keeping abreast of latest security issues including monitoring industry threat feeds and news.
9. Assist in the development, communication, and testing of IT Disaster Recovery software, hardware, policies and procedures.
10. Conduct regular audits of division information systems and information management processes to identify security breaches.
11. Help define the division information security program, policies, procedures, standards, and guidelines.
12. Perform vendor security risk assessments

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties
Performs any other related duties as assigned by the Director of Technology.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Bachelor's Degree in Computer Science, Management Information Systems or related field preferred and/or 5+years of progressive related experience in computing, internet technologies and information security. Security+ certification or other network security training and/or certifications. Must have demonstrated

analysis, problem solving and decision making abilities. Excellent communication and organizational skills. Ability to maintain confidentiality. Experience with systems administration and role based security preferred. Knowledge of information security standards such as ISO, rules and regulations related to information security and data confidentiality. Demonstrated experience with desktop, server, application, database, network security principals for risk identification and analysis. Demonstrated experience working or supporting with TCP/IP networks, OSI model, supporting LAN/WAN environment.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None
Supervision Received: Director of Technology

This job description in no way states or implies that these are the only duties to be performed by this employee. The Information Security Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Technology, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

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Supervisor   Date

I acknowledge that I have received and read this job description.

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Employee Name (Print)   Signature   Date

Revised 01/19 CR