Job Description

PimaCommunityCollege

Position Title: Information Technology Analyst 3- Security

Job Family: Information Technology

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Information Technology Analyst 3- Security provides daily analysis and maintenance of multiple security systems including the SIEM, firewalls, data loss prevention systems, and incident response. This position is responsible for performing college-wide technical leadership, and advanced system development and technical duties on multiple platforms, systems, and technologies.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Design, test, and implement security systems that include: Next Generation Firewall management; provide threat prevention and security at the application layer; vulnerability scanning of hosts to maintain proper patch levels; Report and monitor using SIEM

2. Function as a primary on the Security Incident Response Team providing response, coordination, and mitigation while maintaining confidentiality

3. Manage and support data analysis and encryption solutions, encrypted email, password management, data loss prevention, and troubleshoot network and host connectivity issues

4. Design, implement, and enforce system security principles and strategies

5. Work with other college units to help identify and remediate security and information vulnerabilities

6. Administer enterprise-wide security systems and software

7. Upgrade and troubleshoot security software and hardware

8. Provide daily reporting and monitoring of security systems, conduct investigations of penetration attempts, and prioritize threat responses

9. Participate in capacity planning and development of long-term strategic goals

10. Produce technical documentation and diagrams

11. Participate in college projects, training, and advising requiring IT security input for best practices, change, and growth

12. Communicate clearly verbally in and writing to technical and non-technical audiences

13. Performs all other duties and responsibilities as assigned or directed by the supervisor

Knowledge, Skills, and Abilities:

1. Knowledge of computer and network operating systems
2. Skill in current and applicable computer programming languages relative to the assignment
3. Skill in current and applicable hardware, software, and peripheral equipment
4. Skill in problem solving
5. Skill in effective communication (both written and oral)
6. Skill in project management principles, processes, and techniques
7. Ability to adapt to a rapidly changing technical environment

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Computer Science or a closely related field of study required.
- Master's degree in or a closely related field of study preferred.
- Three (3) to Five (5) years of related technical experience and current certifications required.

  OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours.
- Pre-employment Background Check Required