INFORMATION SYSTEMS SECURITY ANALYST
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GENERAL STATEMENT OF DUTIES: Assists in the development and implementation of data access security safeguards and protective measures to ensure protection of computer data from internal and/or external users; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:  Under general supervision, an incumbent of this class is responsible for assisting in the organization and control of data access security administration activities to ensure the safekeeping and protection of computer data from illegal, intentional or unauthorized disclosure, modification or destruction. Responsibilities include granting and monitoring computer access capabilities for various system users on a local area network (LAN) or wide area network (WAN) for the municipality. Incumbent interfaces with departmental coordinators to discuss and/or resolve user issues and problems, and performs analyses of data security systems to keep management informed of system utilization patterns. Guidance and instruction may be provided to users, as needed.

EXAMPLES OF WORK:  (Illustrative Only)

Assists in the implementation of data access security measures by identifying, analyzing and resolving security and system problems relating to data access security, applications, programs and functions;

Monitors computer data network system, including LAN and WAN, firewall and anti-spam data security infrastructure;

Investigates incidences of data access violations and data corruption or loss and reports findings to supervisor for direction or resolution;

Maintains the information systems security database by joining or separating users to various system applications; coordinates the registration of users to the system and respective access levels with departmental coordinators;

Monitors and audits the information system security database to isolate and identify occurrences of illegal or unauthorized access; prepares reports and/or memoranda recommending corrective action;

Investigates and corrects security related problems to ensure data information system integrity;

Performs analyses of data security systems to keep management informed of system utilization patterns; prepares reports on same;

EXAMPLES OF WORK (Illustrative Only) (Continued).)

Assists in the development and implementation of procedures to enable the most efficient methods of data gathering for statistical reports produced by the departments;

Audits, tests and evaluates locally developed software fixes, patches and runs to improve system performance and efficiency;

Assists in planning and scheduling the archiving of documents to optical discs to ensure the most efficient use of available space and units on the mainframe;

Monitors the archiving and retrieval activities of user documents to measure effectiveness of the planned archiving schedules;

Conducts periodic audits of various system users to determine user removal, transfer or limitation of access;

Retrieves for system users, when possible, documents that may have been damaged or corrupted through user or system errors/failures by retrieving data from backup tapes;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of state-of-the-art computer security; thorough knowledge of internal computer logic, programs and facilities; thorough knowledge of the operation and use of internally stored programmed computer with magnetic storage media; thorough knowledge of computer performance monitoring techniques; good knowledge of organization structure and its relation to work flow; good knowledge of requirements and capabilities of the municipality's hardware and related peripheral equipment; ability to comprehend and integrate complex computer technology, facilities and software into a working system of Data Access Security; ability to read, interpret and apply technical information; ability to analyze and identify security problems quickly and efficiently; ability to communicate effectively both orally and in writing; ability to analyze and evaluate operational data; ability to maintain effective working relationships with associates, users and vendors; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:  Graduation from high school or possession of a high school equivalency diploma and eight years of experience in the computer field (network, server or workstation engineering, programming, systems security), including two years of experience which involved developing and implementing standards and procedures for computer security in a large integrated data processing environment.

SUBSTITUTION: Successful completion of 30 credits* toward a Bachelor's Degree may be substituted on a year for year basis for up to four years of the computer field experience, but not for the two years of specialized security experience. Satisfactory completion of the CISSP security certification, or its industry equivalent, may be substituted for one year of the specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE:  Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.