

IT Technical Job Classification

IT Job Title: Security Analyst/ Security Analyst I

State Job Title:

Classification: T650

Pay Grade:

Job Summary

Under close supervision is responsible for data security and privacy policies and procedures that govern the access to the universities computer networks and servers. Works with departments to document, implement and manage policies and procedures to ensure the integrity of the universities computer systems.

Essential Duties:

- Assists in the Development and management of security policies and procedures to be used by faculty, staff and students.
- Assists in all planning for computer hardware and network installation.
- Participates in security investigations and violations and recommends policies and procedures to correct security violations
- Investigates and defines security needs, plans, develops, implements and monitors these security procedures.
- Documents hardware and software security policies and procedures
- Attends security seminars or conferences on security related issues and maintains his or her knowledge of state of the art security systems.
- Performs other duties as requested.

Education

A Bachelor's degree in Computer Science or a related field is required

Experience

At least two years of experience in a computer network environment working with application systems is required

Leadership

None required