

Sam Houston State University Human Resources

Staff Classification Description – Information Security Analyst

Skill Category: Professional
Position (Employee) Class: 3N469 (E1)
Grade: 20
Date: 10/2011

Department: Computer Services

Educational & Experience Requirement: Bachelor's degree with a major in computer science or related field from an accredited institution. Six (6) years relevant experience in information security or directly related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Performs advanced and/or managerial information systems security analysis work. Work involves risk analysis, planning and budgeting, as well as analyzing user requirements, procedures, and problems to ensure security compliance. Responsible for ensuring University practices comply with all policy and regulatory guidelines. Duties require critical judgment and a high level of initiative.

Supervision Given & Received: Usually works with minimum direction. Supervises student employees. Leads team projects involving two or more department staff. Performs managerial tasks.

Primary Responsibilities: Assists with cross functional analysis of university systems and other state and industry entities. Assists with the documentation of systems in terms of risks, procedures and policies. Conducts and coordinates risk analysis and assessment of existing and proposed information technology resources. Oversees vulnerability and penetration testing activities and tool utilization to include recommendation of both long and short range courses of action to minimize risks. Identifies, evaluates, operates and maintains appropriate systems and services to detect security threats and vulnerabilities to prevent successful breaches and exploits. Reviews network and system records for anomalies and potential security breaches. Prepares incident reports for university management and external regulatory bodies as required. Assists with the analysis of existing policies and procedures for security compliance. Assists with the analysis and definition of agency disaster recovery responsibilities and procedures. Assists in the preparation of security documentation and justification and facilitates communication of security notices and alerts. Assists in the performance of security administration and education. Plans, assigns, trains and/or supervises the work of others. Performs other related duties as assigned.

Other Specifications: Requires a demonstrated ability to establish congenial work relationships and to communicate effectively within department or workgroup, throughout university with professional or managerial staff, and with outside vendors. Interprets and implements complex policies, laws, and standards relating to information security affecting the department or university level. Work requires critical judgment and complex reasoning to solve division and university problems. Work requires preparing clear and accurate documents. Requires attention to detail as errors will be potentially serious.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.

