

Sam Houston State University Human Resources

Staff Classification Description – Information Security Officer

Skill Category: Professional
Position (Employee) Class: 3N472 (E1)
Grade: 27
Date: 02/2016

Department: Information Technology

Educational & Experience Requirement: Bachelor's degree with a major in computer science or related field from an accredited institution. Six years of relevant experience in a 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 managerial information systems security analysis work. Performs risk analysis, planning and budgeting, and analyzing user requirements, procedures, and problems to ensure security compliance. Ensures university practices comply with all policy and regulatory guidelines.

Supervision Given & Received: Works under minimum direction and supervises full-time employees.

Primary Responsibilities: Performs managerial tasks. Oversees projects and analysis that cross functional agency systems and other state and industry entities. Develops and implements strategic planning actions and policy decisions and makes recommendations concerning the direction of the division's efforts. Analyzes existing procedures and policies for security compliance. Prepares security documentation and justification. Performs security administration and education. Plans, assigns, trains and supervises the work of others. Leads team projects. Assists with the analysis and definition of university disaster recovery responsibilities and procedures. Assists with the documentation of present and proposed systems in terms of risks, procedures and policies. 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 affecting the department or university level. Work requires critical judgment, high level of initiative, and complex reasoning to solve division and university problems. Work 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