

## **INFORMATION SECURITY OFFICER**

**DEFINITION:** Under general supervision, performs work of considerable difficulty to ensure a secure environment of the Department of Information Technology's infrastructure, systems, applications and communications; manages user management systems; provides guidance and leadership in all areas related to information security; ensures compliance with established security policy requirements; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Performs information security functions; ensures compliance with established security policy requirements across a wide range of information systems and procedures; performs regular reviews of user permissions and access to critical information systems including networks and applications; develops and maintains security and risk management programs; coordinates with managers and staff to perform security risk assessments and gap analyses for both infrastructure and application development projects; oversees the implementation of security controls to validate their mitigation of security risks identified in the risk assessment process; identifies vulnerabilities and appropriate solutions to eliminate or minimize their potential effects; develops and maintains the access control rules/policies within the security software that provides controlled access in accordance with owner defined information access requirements; provides periodic reporting on information security issues; investigates actual or potential information security violations; prepares investigation reports; initiates protective and corrective measures when a security incident or vulnerability is discovered.

Prepares security training material and provides training on information security training and awareness programs to all information system users; trains designated individuals to serve as information security administrator (ISA) alternate; ensures that department fulfills its security responsibilities; implements information security; reviews new system designs and major modifications for security implications prior to implementation; provides liaison with security function; consults planned physical facilities changes and alterations in work flow or operating procedures to evaluate the effect of such changes on security and safety; researches the latest technological trends and developments in the area of information security and risk management; serves as a member of software review committee to evaluate new software and hardware systems; consults with state and federal governmental information technology offices; attends information technical and security management related meetings.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of system analysis and design procedures and techniques.

Knowledge of research techniques, methods and procedures.

Knowledge of current theories principles, and technologies of information processing.

Knowledge of project management methodologies.

Knowledge of the installation, diagnosis, maintenance, and repair of computer WAN, LAN and related systems.

Knowledge of instructional methods, techniques and practices.

Knowledge of programming languages.

Knowledge of technological trends and development of information security and risk management.

Knowledge of information system security controls.

Skill in planning and implementing computer systems, services and programs for governmental entities.

Skill in overseeing and performing systems analysis, programming and customizing software to meet individual users or department needs.

### **INFORMATION SECURITY OFFICER**

Skill in written and verbal communication.

Skill in prioritizing, scheduling, assigning, reviewing and evaluating work.

Skill in establishing and maintaining effective working relationships.

Skill in communicating technical concepts to users in understandable language.

Skill in identifying and defining user requirements and conceptualizing workable system to meet those needs.

Skill in coordinating and implementing training of staff.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENTS:** Work involves a minimum of physical effort primarily in an office setting.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Information Security, Computer Science, Information Systems or related field; and three (3) years of responsible information security performing database security reviews, ; or an equivalent combination of education and experience.

#### **Special Requirements:**

- A favorable background investigation.

#### **PREFERRED QUALIFICATIONS:**

- A Master's degree in Information Security, Computer Science, Information Systems or related field
- Proficient in Microsoft Office software or other computer applications.
- Certification in basic level of Control Objectives for Information and Related Technology (COBIT).
- Certification in basic level of Information Technology Infrastructure Library (ITIL) foundations.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.