CLASS TITLE | INFORMATION TECHNOLOGY SECURITY SPECIALIST III

PAY GRADE: IT-32| www.cityoftulsa.org/pay

Class Code: 2641   **Effective Date : 08/17/2022**

THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW

PURPOSE OF THE CLASSIFICATION: Under general supervision, the purpose of this position for protecting information throughout the network ecosystem, performing governance, risk assessments, and compliance involving developing and documenting system security plans, developing policy, and performing process analysis. The position may supervise the work of lower-level analyst or contractors; and performs other related assigned duties.

ESSENTIAL TASKS:

- Audits Information Technology related security reports, data, and logs to ensure the safety and security of City systems
- Performs and reviews technical risk assessments; reviews of new and existing applications and systems, including data center physical security and environment; and reviews of account permissions, computer data access needs, security violations, and programming changes
- Researches, evaluates, and recommends systems and procedures for the prevention, detection, containment, and correction of data security breaches
- Performs security risk assessments and serves as an internal assessor of security issues.
- Monitors network traffic and security tool dashboards for breaches, threats, and anomalies
- Remediates sensitive data transmission logs
- Develops Information Technology security training manuals
- Assists with Cyber Incidence Response and Recovery Activities
- Administers applicable training programs regarding Information Technology security
- Provides training to internal customers on the use of Information Technology security products and procedures
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1.   (a) Graduation from high school or possession of a General Education Development certificate; **and,**
        (b) Six (6) years' experience relevant to the essential tasks listed in this job description**; or,**

2.   (a) Completion of ninety (90) hours from an accredited college or university; **and**
        (b) Possession of a current industry accepted certification in three (3) of the following:
              1) Security+; or
              2) Server+; or
              3) Network+; or
              4) Certified Information Systems Security Professional (CISSP); or
              5) Cisco Certified Network Associate (CCNA); or
              6) Cisco Certified Network Professional (CCNP); or
              7) Cisco Certified Internetwork Expert (CCIE)

PAY INCREASE OPPORTUNITY

Employee will be eligible for a one (1) step increase upon completion of fifteen (15) accredited college hours, not previously completed, and one (1) year employment in the position.

Knowledge, Abilities and Skills:

Knowledge of:
- Comprehensive knowledge of cyber threats and response tactics
- Comprehensive knowledge of endpoint protection
- Comprehensive knowledge of identity management
- Comprehensive knowledge of intrusion detection systems
- Comprehensive knowledge of intrusion prevention systems
- Comprehensive knowledge of various enterprise-level solutions
- Comprehensive knowledge of personal computers and edge devices

Ability to:
- Ability to troubleshoot and analyze fundamental systems/infrastructure applications/issues
- Ability to communicate verbally and in writing with all levels of customers
- Ability to document advanced technical information in a concise and understandable format
- Ability to cross-train employees

Skill in:
- Skill in communicating effectively, in writing and verbally, to a diverse customer base

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to sitting for extended periods, walking, standing, reaching, bending, kneeling, handling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
1. Possession of a valid Oklahoma Class "D" Driver License.
2. Possession of three (3) appropriate professional certifications, not previously submitted, as approved by management, as listed under Training and Experience, within one (1) year of date of hire.

WORKING ENVIRONMENT: The working environment is primarily indoors in an office setting; it may require some travel to various City locations to provide computer-related assistance; and on-call, after-hour support for assigned production systems.

EEO Code: N-03
Group: Clerical and Administrative
Series: Data Processing and Information Services