



CLASS TITLE | SECURITY ENGINEER I— IT SECURITY SERVICES

PAY GRADE: IS-36| www.cityoftulsa.org/pay

Class Code: 2088

Effective Date : 08/17/2022

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general supervision, supports technological systems responsible for protecting the City of Tulsa Information Technology infrastructure, edge devices, endpoints, networks, and data; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supports Security System Infrastructure and Applications
- Installs and updates endpoint security software tools
- Assists with the administration of security tools and products
- Assists with the installation or implementation of new security products and procedures
- Assists with Cyber Incident Response and Recovery activities
- Works closely with other Information Technology staff, vendors, and internal customers to optimize and support the security tools and systems
- Cross-trains customers on the use of 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) Completion of sixty (60) hours from an accredited college or university including coursework in management information systems, computer science, information technology, information systems, or other related fields relevant to the essential tasks listed in this job description; **and**,
(b) Three (3) years' experience relevant to the essential tasks listed in this job description, preferably experience in enterprise-class systems analysis and/or systems administration; **or**,
2. (a) Graduation from high school or possession of a General Education Development (GED) certificate; **and**
(b) Four (4) years' experience relevant to the essential tasks list in this job description; **and**,
(c) Possession of a current industry accepted certification in one (1) 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); or
 - 8) Microsoft Azure Certification



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PAY INCREASE OPPORTUNITY

Employee will be eligible for the equivalent of a one (1) step increase upon completion of one (1) additional certification, listed in Training and Experience, not previously submitted, as approved by management and one (1) year employment in the position.

Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge of an Enterprise Infrastructure Applications and Systems
- Knowledge of cyber threats and response tactics
- Knowledge of endpoint protection
- Knowledge of identity management
- Knowledge of intrusion detection systems
- Knowledge of intrusion prevention systems
- Knowledge of troubleshooting methods used with information systems and infrastructure-type applications
- Knowledge of operational characteristics and capabilities of applicable systems management applications
- Knowledge of various enterprise-level solutions
- Knowledge of personal computers and edge devices
- Knowledge of basic-level scripting

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 customers
- Ability to perform basic scripting

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 an appropriate professional certification, 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.



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EEO Code: E-02

Group: Clerical and Administrative

Series: Data Processing and Information Services