<u>**University of Nebraska Central Administration**</u>
Job Description

General Information

Working Job Title: Information Security Analyst	Job Family: Information Security	Job Family Zone: Specialist
Position Number: 262	Department Name: Information Security Team - CSN	SAP Organization Unit Number: 50000334
Employee's Name:	Date of Last Update: 06/27/2013	Title of Supervisor: Information Security Officer
SAP Personnel #:	Last Updated By: Human Resources	Name of Supervisor:

Position Summary

This position contributes to the University's success by ensuring the protection of information and information resources. This position supports the information security program by conducting in-depth security assessments, vulnerability and risk assessments; providing and documenting recommendations for risk remediation and mitigation; the development of technical and non-technical security reports, and performing the installation and maintenance of security software and systems.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Security Systems: Conducts security assessments of hardware, software, systems, and networks and reports the results. Audits systems, event logs, and processes to ensure compliance with federal statutes, state laws, and University policies & procedures. Maintain and update the security related systems and infrastructure.	50%	*
Research and Communication: Research, evaluate, recommend, and implement information security solutions, standards, policies and procedures that protect University of Nebraska information assets. Help develop and disseminate effective information security awareness campaigns.	40%	*
Other duties as assigned and as needed.	10%	

Supervision

This position exercises no supervision over other employees. This position receives general in-direct, Supervision* from University of Nebraska Information Security Officer.

{*This is based on level of proficiency and years of service.}

Minimum Qualifications

- Education: Two years of post-secondary education is required. Bachelor's degree in computer science, MIS or related field is preferred.
- Experience: Two years of IT systems security and troubleshooting experience is required. Professional aptitude should include the ability to develop and deliver technical, information security concepts to technical and non-technical partners through training and awareness programs and knowledge of information security "best practices".
- Industry recognized IT certifications -Security Plus, CISSP, and CEH, preferred.

Equivalent combination of education, experience, that provides the required knowledge, skills, and abilities may be considered.

Nature/Complexity of Work

This position requires an individual who works with considerable independence, initiative, and exercises sound judgment in accomplishing the projects assigned. Attention to detail, accuracy, and appropriate communication are an important factor in this job. Requires multidisciplinary approaches and collaboration with project teams, campuses and partners in accordance with University guidelines and needs.

Problem Solving/Decision-making

Problems can arise related to hardware or software utilized in these environments, and this position assists in ensuring that the problems are correctly assessed and that appropriate actions and notification to other UNCSN staff and University Clients is accomplished.

Strategic Impact

If problems arise the timely and efficient resolution of these situations has critical impact on the ability to conduct business. Actions and decisions in this job have discernible impact and errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas.

Know How

This position requires the ability to organize, anticipate, and plan work effectively; to include constructive use of time management skills and multi-tasking capabilities; demonstrate exceptional communication and inter-personal skills; analyze information, problem solve and evaluate results; organize and arrange information about equipment in a logical order and/or according to guidelines or precedents. Knowledge and experience in a university and/or academic environment is beneficial.

Technical Know How

Requires experience with some or all of the following: firewalls, IDS, IPS, VPNs, TCP/IP protocols, databases, email encryption and protection, virus protection, anti-spyware, anti-malware, data-in-transit encryption, data-at-rest encryption, vulnerability assessment, computer forensics, web delivery infrastructure, information security policy development, SSL, LDAP, Active Directory, and cryptography.

Hands-on expertise preferred in the architecture, design and deployment of in some or all of the following: security auditing, assessment & penetration testing tools and procedures, web application security tools and procedures, mobile device security, data loss prevention systems, SIEM, security operations administration & management and securing Windows, OSX, and Linux/Unix operating systems.

Knowledge of security standards and requirements, desired; such as ISO/IEC 27002, NIST, FISMA, FERPA, GLBA, HIPAA, and PCI.

Experience in risk analysis, and administration of the operations of a complex security infrastructure, preferred.

Interactions

Proven ability as a member of an information technology security team and the ability to communicate technical and security-related concepts to a broad range of technical and non-technical staff.

Physical Requirements
1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

Indicate intermittent or constant

	Circle the appropriate number of hours	Intermittent	Constant
Sit	0 1 2 3 4 5 **6** 7 8	x	
Stand	0 **1** 2 3 4 5 6 7 8	x	
Walk	0 **1** 2 3 4 5 6 7 8	x	
Drive Motor	0 1 2 3 4 5 6 7 8		

Vehicle   _____   _____

Explain _____

2. **THIS POSITION REQUIRES:**	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X		
Bending	X		
Kneeling	X		
Reaching			
➢ Overhead	X		
➢ Forward	X		
➢ Low	X		
Twisting	X		
Crawling			
Climbing			
➢ Ladder			
➢ Stairs	X		
➢ Other			
Walking on rough ground			
Exposure to changes of temperature/humidity			
Exposure to dust/fumes/gases/chemicals			
Being near moving machinery			
Working from heights			

3. **THIS POSITION REQUIRES EMPLOYEE TO:**

Indicate letter in appropriate Space**:**   **LIFT=L**   **CARRY=C**   **PUSH=P**   **PULL-PL**

	Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
11 - 24 lbs	X			
25 - 49 lbs	X			
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

* If the position requires the employee to handle over 50 lbs - please explain

4. **POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:**

	RIGHT	LEFT	BOTH
Keyboarding			X
Filing			X

Other Explain: Operation of a computer mouse

5. **THIS POSITION REQUIRES ATTENDANCE AT THE WORKPLACE**

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

__X__Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

_____Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

_____Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

__X___Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

_____Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

__X___Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

__X__Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

__X__May provide incidental guidance to others. [1]

_____Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

_____Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

_____Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

_____Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

_____Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

_____Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area.[2]

__X__Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

_____Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment=		
Authorization:	Name:		Date:
Human Resources			
Supervisor:			
Administrator:			