Job Description

General Information

Working Job Title: Governance, Risk and Compliance (GRC) Analyst	Job Family IT	Job Code:
Position Number:	Department Name: ITS – Research Services	SAP Organization Unit Number: 50009953
Employee's Name: T.B.A.	Date of Last Update: 11/29/2022	Title of Supervisor: Director, Research IT Services
SAP Personnel #: T.B.A.	Last Updated By:	Name of Supervisor: Toolika Ghose

Position Summary

The Governance, Risk, and Compliance Analyst (GRC Analyst) will serve as a key member of the Research IT team at the University of Nebraska. The GRC Analyst for Research is responsible for the assessment and documentation of the University's compliance and risk posture as they relate to its Research information assets. The person in this position will focus on collaboration, review, and compliance with regulatory standards by campus research entities. The regulatory standards include, but are not limited to, NIST 800-171, CMMC, and DFARS.

Responsible for developing and maintaining cybersecurity control documentation and complying with cybersecurity standards.

This position will uphold the ITS core principles of outstanding collaboration and communication, a drive to succeed, a passion for higher learning, and acting with integrity.

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
Research IT Environment Collaborate on the development of Technical Control Plans (TCPs). Create research System Security Plans (SSP). Participate in the development of regulatory compliance guidance and architectures, including technical design discussions. Analyze, document, and recommend IT process design improvements for research regulatory compliance.	35%	*
Assessment and Review of Research Environments Analyze and document regulatory requirements, identify gaps in systems and processes, and suggest proactive solutions to mitigate concerns. Participate in advising staff and leadership on regulatory compliance requirements. Participate in self-assessment and third-party assessments related to regulatory compliance and/or risk. Create reports and documentation to support research environment compliance requirements.	35%	*
Research IT Incident Response Participate in implementing, maintaining, and coordinating incident response plans, procedures, and responses involving research data or research IT assets.	5%	
Research Awareness and Outreach Participates in the promotion of the information security program and researcher awareness of information security issues. Bring awareness to campus technical staff on regulatory controls and timelines. Escalate compliance issues to campus leadership. Assists with the development and implementation of training programs and communications to create awareness of and knowledgeable about security policies and procedures.	20%	*
Other Duties as Assigned	5%	

The above list of job duties is not exclusive, and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position.

Nature/Complexity of Work

The position will be responsible for developing Technical Control Plans for ITS and NU researchers. The control plans how research data and assets are protected. This position will help the faculty researchers understand the systems, technology, and controls ITS provides to protect their research data, and will assist the faculty researcher in developing the documentation/plan for their individual project and funding agency. Focusing on collaboration, review and compliance with regulatory standards by campus research entities. Position will work closely with ITS Security team in compliance with cybersecurity standards.

Problem Solving/Decision-making

This position regularly displays independent thinking and complex problem-solving skills. Must be able to assess computer hardware, software, and systems for security risks or violations and work with ITS and campus staff and technology vendors to recommend solutions. Participate in awareness and training program development for all stakeholders. Must be able to assess the status of complex multi-location projects as well as identify and implement appropriate corrective measures to resolve issues as they arise. Must have a strong customer service orientation and the ability to project that attitude to customers in remote locations.

Strategic Impact

Employee must ensure that University information technology resources are patched and secured. A failure to keep these systems secure could allow University data to be compromised and/or exposed to the outside world. Data loss or exposure could cause financial loss or damage the university's reputation.

Know How

Working knowledge of regulatory and compliance terms and standards. Understanding of information security framework, risk management framework and compliance practices. Demonstrated ability to communicate effectively with Faculty/Staff and Students with a wide range of computing backgrounds. High degree of accuracy and attention to detail. Under the direction of and in partnership with the NU Security team, implement and maintain security strategies, policies, and standards to protect University assets. Strong verbal and written communication skills. Employee is on-call - - this responsibility may require the necessity to work outside of regular business hours.

Technical Know How

Demonstrated understanding of information technology, particularly focused in Governance, Risk, and Compliance. General working knowledge of secure network technologies, client and server operating systems and security tools, such as vulnerability scanners, intrusion prevention systems, firewalls, VPNs and data loss prevention. Develop training programs regarding research data requirements.

Interactions

Work directly with NU research faculty to ensure Research Data Plans, Technical Control Plans, and System Security Plans meet compliance requirements and ensure ITS can support those needs. Daily interaction with Faculty, Staff, Students and Co-workers to disseminate information. Some contact with off-campus vendors.

Leadership

Help foster positive relationships university-wide. Committed to personal and professional growth and development to support the expanding initiatives of the University of Nebraska. Act as mentor to ITS staff and campus Distributed IT staff on Research data requirements, regulations and technical controls.

Nature of Supervision

Supervision Over: ☐ Reg Staff ☐ Temp Staff ☐ Students ☒ No Supervision

Supervision Received: ☐ Close ☐ Moderate ☒ Limited ☐ None

Qualifications & Attributes
Required Qualifications

Bachelor's degree
3 years' experience in Information Technology or with risk management frameworks and compliance practices
Knowledge of NIST standards and other applicable research compliance frameworks
Demonstrated ability to interpret and implement standards, guidelines, compliance frameworks and best practices
Experience performing risk assessments

Preferred Qualifications

Master's degree
Understanding of information security standards and regulatory regulations related to higher education (FERPA, PCI, HIPAA)
Information security and compliance related training or certifications such as CISSP or CRISC
Experience within a higher education environment
Experience using security tools (vulnerability scanners, intrusion prevention systems, firewalls, VPN's, data loss prevention, etc.)
Knowledge of securing network technologies, client, and server operating systems

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

The ideal candidate is an agile professional with strong interpersonal communication skills, flexibility and responsiveness; exhibits high ethical standards; proficient in managing time and competing priorities; responsive and committed to supporting University staff; committed to the ideals of a major public research university.

Physical Requirements

GENERAL INFORMATION: Describe the work environment and physical demands (i.e. environmental elements, travel, irregular hours, hazardous/unpleasant working conditions, etc):

Long hours of computer work may cause neck/back strain. Work outside normal business hours may be necessary. Travel to conferences may be necessary.

PHYSICAL REQUIREMENTS
Indicate the appropriate response for an eight hour day

Indicate intermittent or constant:

	Fill in the appropriate number of hours (0-8) Maximum is 8	Intermittent	Constant
Sit	6	☒	☐
Stand	1	☒	☐
Walk	1	☒	☐

Drive a Motor Vehicle (Explain):

THIS JOB REQUIRES EMPLOYEE TO:	Occasionally (less then 2 hrs / day)	Between 2-4 hrs / day	Over 5 hrs / day
Squatting…………………………………………………	☒	☐	☐
Bending…………………………………………….	☒	☐	☐
Kneeling…………………………………………….	☒	☐	☐
Reaching…………………………………………..	☐	☐	☐
> Overhead………………………………………...	☒	☐	☐
> Forward…………………………………………..	☒	☐	☐
> Low………………………………………………..	☒	☐	☐
Twisting………………………………………..……	☒	☐	☐
Crawling…………………………………………….	☐	☐	☐
Climbing…………………………………………….	☒	☐	☐
> Ladder………………………………………….....	☐	☐	☐
> Stairs…………………………………………….	☒	☐	☐
> Other……………………………………………...	☐	☐	☐

THIS JOB REQUIRES EMPLOYEE TO:
Indicate in appropriate space: L = LIFT   C = CARRY   P = PUSH   PL = PULL

	Less than 2 hrs / day				Up to 2 hrs / day				Between 2-5 hrs / day				Over 5 hrs / day			
	L	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**	**L**	**C**	**P**	**PL**
11 – 24 lbs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
25 – 49 lbs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
50 – 74 lbs	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

If the job requires the employee to handle over 75 lbs – please explain.

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

	RIGHT	LEFT	BOTH
Keyboarding	☐	☐	☒
Filing	☐	☐	☐

Other Explain: Operation of a standard office and computer equipment.

This Position: ☐ **REQUIRES ATTENDANCE AT THE WORKPLACE**
or
☒ **IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT** (request forms required)

And is considered:
☐ **ESSENTIAL (**per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite**)**
or
☒ **NON-ESSENTIAL (**able to work from home when the office closes for inclement weather)

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]

_____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]

_____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]

_____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]

_____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:
_____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/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]

_____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:	Job Family Zone Assignment=	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	
Supervisor:		
Administrator:		