

Job Description

Please check one of the following:

- New
 Update
 Advancement within same zone
 Promotion to Higher Zone
 Other

1. General Information

| | | |
|---|--|--|
| Date: 9/21/2021 | Working Job Title: Security Analyst | Position #: 62723 |
| Employee Name: T.B.A. | Title Code: 49303314 | Department Name: Information Technology Services |
| SAP Personnel #: T.B.A. | Job Family: IT | SAP Organization Unit #: 50010178 |
| Name of Supervisor: Greg Veys | Job Family Zone: Specialist | <input type="checkbox"/> O/S <input checked="" type="checkbox"/> M/P |
| Position # of Supervisor: 3458 | Zone Code: IT24S | Funding Source: 9229010030 |
| FOR HR USE ONLY: | | |
| FLSA Overtime Exemption: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | Exemption Type: | |

2. Job Summary

Responds to security alerts and investigates root cause. Assists with the implementation and administration of the University's information security program. This includes safeguarding information system assets by identifying and solving potential and actual security problems and risks. Responsible for requirements management, solution recommendations, and project management in support of strategic security projects which vary in scope from campus strategic goals to NU system goals to state and federal mandates. Provides timely, clear verbal and written communications related to all projects and operational activities. The work involves following the methodologies of the security and business analysis fields in order to:

- Assist in analyzing customer needs and capture requirements using multiple methods from the security and identity perspectives.
- Assist in the development and maintenance of systems and policies to ensure the security of information and data assets.
- Perform analysis and judgment outside established protocols requiring a high degree of confidentiality and integrity.
- Responsible for implementation of security policies and procedures (e.g., user log-on and authentication rules, security breach escalation procedures, security auditing procedures and use of firewalls and encryption routines).
- As necessary researching requirements and writing draft policies.
- Work as necessary with external contractors and other vendors for completion of plans and projects.
- Maintenance of systems and policies to ensure the security of information and data assets; monitoring of procedures and compliance with security policies to ensure that user access, resources and information are secure
- Monitoring of emerging network threats and regular consultation with other IT professionals and user departments to provide tactical and strategic technical guidance and assist in the design and implementation of appropriate access protection, audit control and evidentiary methods and procedures.
- As necessary test and/or manage University systems, infrastructure and applications.

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.

3. Duties and Responsibilities (Cont.)

| 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 - Maintenance of systems and policies to ensure the security of information and data assets; monitoring of procedures and compliance with security policies to ensure that user access, resources and information are secure; monitoring of emerging network threats and regular consultation with other IT professionals and user departments to provide technical guidance, and assist in the design and implementation of appropriate identity and access management, audit control and computer forensic methods and procedures. | 40% | * |
| Response – Investigation and response to security alerts and incidents. | 30% | * |
| Learning - Continually learn by researching trends and best practices on campus and in the industry in order to be a resident expert. | 10% | |
| Business Analysis - Establish relationships with project stakeholders. Elicit requirements. Document requirements. Manage requirements. Prepare project resource allocation estimates. Prepare detailed project task lists. | 10% | |
| Other - Additional duties as assigned. These duties may be located within other areas of ITS and not directly within cybersecurity or identity as needed. | 10% | |
| <i>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.</i> | | |

| |
|--|
| <p>This Position: <input type="checkbox"/> REQUIRES ATTENDANCE AT THE WORKPLACE or <input checked="" type="checkbox"/> IS ELIGIBLE FOR ALTERNATIVE WORKSITE ARRANGEMENT (request forms required)</p> <p>And is considered: <input type="checkbox"/> ESSENTIAL (per inclement weather policy, essential employees are expected to report to and work at their assigned campus worksite) or <input checked="" type="checkbox"/> NON-ESSENTIAL</p> |
|--|

4. Zone Definition Factors (Provide additional information not contained in the Duties & Responsibilities)

A. Knowledge, skills and abilities

Thorough working knowledge of network security terms and software. 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. Employee is on-call - - this responsibility may require the necessity to work outside of regular business hours. Under the direction of and in partnership with the NU Security team, implement and maintain security strategies, policies, and standards to protect University assets. Responsible for actively researching and reviewing security practices to make recommendations based on institutional risk and operational impact.

B. Problem Solving / Decision Making

The incumbent must be able to apply a systematic approach to planning and problem solving, and be comfortable with uncertainty and change. The position is responsible for working on projects and tasks, determining what is required for a project, and select solutions to meet the needs of the customer. Monitor complex procedures for compliance with security policies to ensure that user access, resources and information are secure.

C. Interactions

Works with end users and technical leads to ensure information security policy and standards are followed. Leads project teams consisting of indirect reports. Communicates project status information to multiple levels within the organization, including deans, directors, vice chancellors, and their staff. Provides training to ITS staff and campus personnel.

D. Nature of Supervision

Supervision Over: Reg Staff Temp Staff/Students No Supervision
 Supervision Received: Close Moderate Limited/None

E. Impact

Projects involve core functions of the campus including, but not limited to student information system processes, projects that support the academic, research, and community engagement goals of the campus, HR processes and/or budgetary processes. As such, managing/meeting multiple projects and deadlines will affect the university population of students, faculty and staff. In addition security incident response can have a direct impact on students, faculty and staff. Incumbent must understand that personal success is derived from customer and team success, and that providing a quality learning experience is the primary goal of the university.

5. Minimum Qualifications (indicate "required" and "preferred" for each qualification)

A. LEVEL OF EDUCATION:

Bachelor's degree required; equivalency considered

B. YEARS & TYPE OF EXPERIENCE:

Two years experience in information technology or security experience; required

C. SPECIAL TRAINING / CERTIFICATION / LICENSURE:

Security + or similar certification; desired

D. SPECIAL KNOWLEDGE, SKILLS OR ABILITIES:

Must have excellent verbal, written and interpersonal skills; required
 Must have strong organizational and problem solving skills; required
 Experience within a higher education environment; preferred
 Experience using security tools (vulnerability scanners, intrusion prevention systems, firewalls, VPN's, data loss prevention, etc.); preferred

6. Physical Requirements

1. GENERAL INFORMATION

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

Eyestrain and neck/back pain may result from hours working at a computer. Work outside normal business hours may be necessary. Travel to conferences may be necessary.

2. GENERAL PHYSICAL REQUIREMENTS

Indicate the appropriate response for an eight hour day:

| | Fill in the appropriate number of hours (0-8) Maximum is 8 | Indicate intermittent or constant: | |
|---------------------|--|-------------------------------------|--------------------------|
| | | Intermittent | Constant |
| Sit | 6.5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Stand | .5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walk | .5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Drive Motor Vehicle | .5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Explain:

3. THIS JOB REQUIRES:

| | Occasionally (less than 2 hrs / day) | Between 2-4 hrs / day | Over 5 hrs / day |
|-----------------|---|--------------------------|--------------------------|
| Squatting..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneeling..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reaching..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| > Overhead..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| > Forward..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| > Low..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Twisting..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawling..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| > Ladder..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| > Stairs..... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| > Other..... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. THIS JOB REQUIRED 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25 – 49 lbs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50 – 74 lbs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 75 – 100 lbs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| * Over 110 lbs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If the job requires the employee to handle over 50 lbs – please explain.

5. JOB REQUIRED USE OF HANDS OR SPECIAL TOOLS / EQUIPMENT FOR:

| | RIGHT | LEFT | BOTH |
|----------------|--------------------------|--------------------------|-------------------------------------|
| Keyboarding | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pipefitting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other Explain: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

6. PATIENT CARE AND RESEARCH JOB

| Does this job entail: | No | If Yes, Explain |
|---|--------------------------|----------------------|
| Exposure to biohazard materials | <input type="checkbox"/> | <input type="text"/> |
| Exposure to blood/bodily fluids | <input type="checkbox"/> | <input type="text"/> |
| Potential exposure to blood/bodily fluids | <input type="checkbox"/> | <input type="text"/> |
| Wearing hearing protection apparatus | <input type="checkbox"/> | <input type="text"/> |
| Working with laboratory animals | <input type="checkbox"/> | <input type="text"/> |
| Exposure to chemical hazards | <input type="checkbox"/> | <input type="text"/> |
| Wearing protective clothing | <input type="checkbox"/> | <input type="text"/> |