

Job Description

Please check one of the following:

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

1. General Information

Date: 5/23/2019	Working Job Title: Service Mgr, Cloud & Application Security	Position #: 6845
Employee Name: T.B.A.	Title Code: 49303340	Department Name: Information Technology Services
SAP Personnel #: T.B.A.	Job Family: IT	SAP Organization Unit #: 50010178
Name of Supervisor: Brian Mellon	Job Family Zone: Specialist	<input type="checkbox"/> O/S <input checked="" type="checkbox"/> M/P
Position # of Supervisor: 3458	Zone Code: IT20S	Funding Source: 9129080020
FOR HR USE ONLY:		
FLSA Overtime Exemption: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Exemption Type:	

2. Job Summary

Coordinates the implementation and administration of the University's information security program as it pertains to application and cloud security. This includes safeguarding cloud assets and applications 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 communications related to all projects and operational activities. The work involves following the methodologies of the security and business analysis fields in order to:

- Perform analysis and judgment outside established protocols requiring a high degree of confidentiality and integrity.
- Responsible for implementation of security policies, standards and procedures related to application and cloud architectures.
- Acts as the advocate for cloud and application security for ITS and the campuses.
- Develops detailed service models to deliver secure applications and cloud services to University constituents taking into account all aspects of the University environment, academic, research and administrative.
- Work as necessary with external contractors and other vendors for completion of plans and projects.
- Monitoring of emerging application and cloud threats and regular consultation with other IT professionals and departments to provide tactical and strategic technical guidance.
- Assist in the design and implementation of appropriate access protection, audit control and evidentiary methods and procedures for developed or purchased applications and cloud services.
- Serves as an application security advocate within the University. Consultation on application specific security threats and security application setups.
- Works alongside developers, architects, project leads/managers, business analysts, and others throughout project lifecycles to provide guidance and help answer security questions or concerns.
- Performs cloud/web application assessment including web application vulnerability scans, development lifecycle review and code review.
- Assist with the analysis and interpretation of application system vulnerabilities identified.
- Assist in the generation of metrics to drive the security program
- Creation and development of custom security tools and services
- Conduct code and design reviews of application architectures looking for security issues prior to development or delivery.
- Software security testing using dynamic and static code analysis
- Assist developers in the integration of security tools into the SDLC.

As necessary tests University systems and infrastructure.

3. Duties and 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
Business Analysis - Establish relationships with project stakeholders. Elicit requirements. Document requirements. Manage requirements. Prepare project resource allocation estimates. Prepare detailed project task lists.	25%	*
Security - Design and maintenance of systems and policies to ensure the security of information and data assets facilitated by cloud and application delivery models; monitoring of procedures and compliance with security policies to ensure that user access, resources and information are secure; monitoring of emerging threats specializing in cloud and application threats. 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. Assists with security incidents as needed.	50%	*
Mentoring - Act as a department resource in the knowledge areas of secure application development and information security by providing consulting support and developing department standards, templates, and strategies.	10%	
Learning - Continually learn by researching trends and best practices on campus and in the industry in order to be a resident expert.	10%	
Other - Additional duties as assigned.	5%	

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

A. Knowledge, skills and abilities

Demonstrated experience with common security standards such as PCI, HIPAA, NIST etc. Ability to troubleshoot complex technical problems. Thorough working knowledge of network security terms and technologies. 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. Working knowledge of common web application security vulnerabilities (OWASP Top Ten, SANS Top 25, etc.) and programming patterns that lead to them, as well as remediation techniques. Employee is on-call - - this responsibility may require the necessity to work outside of regular business hours.

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 facilitating the prioritization of projects and tasks, determining the skill required for a project, select solutions to meet the needs of the customer, and determine the most appropriate ways to communicate with campus stakeholders. 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 departmental 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 IS staff and campus personnel. In order to be successful.

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 in Computer Science or related field; equivalency considered

B. YEARS & TYPE OF EXPERIENCE:

Three 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:

Demonstrated experience with common security standards such as PCI, HIPAA, NIST etc.; required
 Working knowledge of common web application security vulnerabilities (OWASP Top Ten, SANS Top 25, etc.) and programming patterns that lead to them, as well as remediation techniques; required
 Familiarity with high level programming languages (i.e. Java, C# Python, etc); required
 Experience with software security testing (static and dynamic analysis); required
 Must have excellent verbal, written and interpersonal skills; required
 Must have strong organizational and problem solving skills; required
 Security and Identity Management systems knowledge; preferred
 Business case development expertise; desired
 Experience within a higher education environment; 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"/>