

Job Description

Job Title: Security Analyst I

Job Code: 901099

Job Family: Information Technology

Pay Grade: JC.16.18

FLSA: Exempt

EEO: Technician

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Provides information protection related support functions such as selective administration of identification and authentication functions, access control functions for selected platforms and activities, and the provision of anti-virus software.
- Assists in threat analysis for current and evolving automated information processing technologies; helps identify risks and vulnerabilities to current and planned automated information processing technologies; assists in identifying and evaluating the effectiveness of countermeasures designed to minimize or neutralize system vulnerabilities.
- Helps analyze and evaluate system generated security incident reports and information security notices; familiar with protocols and routing/subnetting as well as encryption methods and technology.
- Contributes to projects and supports security policy implementation; collaborates with other team members to troubleshoot issues; identifies resources needed.
- Monitors, analyzes, and helps evaluate operations and activities to ensure an appropriate level of information protection is achieved; prepares and maintains technical documentation of the system software security functions and implementation strategies and prepares standards and procedures for the administration and operation of security system software.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

Associate's degree in Information Technology or related field and two (2) years' experience in administering security applications, programming and systems software and support are required. A valid driver's license with an acceptable driving record and successfully passing a background check are also required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Information Technology or related field is preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

On call/stand-by work required.

Weather essential job for Department and County.