

Job Description

Job Title: Security Analyst II

Job Code: 901100

Job Family: Information Technology

Pay Grade: JC.17.19

FLSA: Exempt

EEO: Technician

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s): Security Analyst

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:

- Leads projects and executes tasks in order to implement security policies; collaborates with other team members to troubleshoot issues; identifies resources needed and ensures tasks and projects are completed.
- Coordinates with other staff on the design, implementation, operation, and maintenance of system and network security controls; recommends changes and enhancements as needed to fulfill security requirements.
- Designs and assists in the development, testing, implementation, and maintenance of security software, systems and appliances; performs installation, maintenance and upgrades security for complex systems; examines effectiveness of existing security systems; generates reports and documents processes and procedures.
- Analyzes and evaluates system generated security incident reports and information security notices issued by in house systems, information system vendors, and other organizations; advises management on appropriate safeguards for adoption; familiar with protocols and routing/subnetting as well as encryption methods and technology.
- Recommends and evaluates security policies; develops and implements procedures necessary to carry out security policies; monitors software modifications and security controls; researches and recommends new technologies, assists in the transition to operational service; provides recommendations for securing environmental deficiencies through process, technology, and educational change.

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:

Bachelor's degree in Information Technology or related field; four (4) years' experience in information technology; two (2) years' experience in information security principles including experience in information systems risk analysis and management; one (1) years' experience in project management are required

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

Preferred Job Requirements:

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

On call/stand-by work required.

Weather essential job for Department and County.