

District Information Technology Security Officer
(Information Security Analyst)
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=238547>

Downloaded On: Jul. 17, 2024 6:29pm

Posted Jul. 5, 2024, set to expire Jul. 22, 2024

Job Title	District Information Technology Security Officer (Information Security Analyst)
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Jul. 5, 2024
Application Deadline	07/23/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Information Technology Public Safety
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Apply By Email

Job Description

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District Information Technology Security Officer (Information Security Analyst)

Salary: \$108,757.00 - \$133,757.00 Annually

Location: SCCCD District Office - Fresno, CA

Job Type: Permanent

Division: DO Information Systems

Job Number: 2024055

Closing:

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General Purpose

Under general direction, coordinates the development, implementation and evaluation of the District's information technology (IT) security architecture, policies, standards and systems to ensure the integrity and security of the District's IT infrastructure and the protection, integrity and confidentiality of information assets across the entire enterprise; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Researches, develops, implements and enhances a District-wide IT security framework including security policies, standards, procedures and applications intended to prevent the unauthorized access, use, disclosure, modification, loss or destruction of District data; works with the Infrastructure Systems Engineer, District and College directors and other IT staff to ensure the integrity and security of the District's IT infrastructure; reviews the development, testing and implementation of IT security products, protocols and control methods in all Colleges, locations and departments throughout the District.
- Consults with application developers, the Academic Technology Systems Specialist and other technical staff to ensure production application network security protocols meet established IT security policies and standards and cyber security best practices.
- Promotes and coordinates the development of training and education on IT security and privacy awareness topics for District administrators, faculty and staff; develops appropriate security-incident notification procedures for District management.
- Conducts vulnerability assessments to identify existing or potential electronic data and information system compromises and their sources; coordinates and oversees the configuration and use of a variety of systems, tools and processes to monitor for intrusions and other security events; coordinates investigation of IT security incidents with law enforcement agencies.
- Performs audits and periodic inspections of the District IT infrastructure (applications, databases, hardware, networks, web portals and applications, etc.) to ensure security measures are functioning and effectively utilized and recommends appropriate remedial measures to eliminate or mitigate future system compromises.
- Reviews, evaluates and recommends software and hardware products related to IT system security, such as virus scanning and repair, encryption, firewalls, internet filtering and monitoring

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and intrusion detection.

- Contributes to and participates in supporting the District's Information Systems governance groups.
- Maintains up-to-date technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional associations.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- May participate in the review of IT facility acquisition, construction and remodeling projects to ensure conformity to established security policies and guidelines.
- May be required to serve as a witness or subject-matter expert for the department in legal matters concerning IT systems security.
- Attends various meetings and participates on committees as required.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices and methods of security infrastructure and vulnerability management, including evolving sources of security threats and vulnerabilities; preventative security controls and common security management frameworks.
- Current trends and advancements in enterprise systems and enterprise-wide security.
- Principles and practices of secure network, applications and database design.
- Advanced methods and procedures for conducting security audits, performing evaluations and risk assessments and developing business continuity plans.
- Theory and principles of network and operating system design, integration and management.
- Information systems and architectures used in a college setting.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Principles and practices of public administration, including budgeting, purchasing and maintaining

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public records.

- Research methods and analysis techniques.
- Server virtualization technologies.

Skills and Abilities to:

- Lead and participate in the development, implementation, integration and administration of a comprehensive District-wide security protection framework including policies, standards and guidelines.
- Apply advanced professional knowledge of systems engineering and architecture concepts, principles, phenomena and relationships to support security management, preventive maintenance and critical systems and equipment.
- Analyze policy, trends and intelligence to better understand how security threat adversaries may think or act, using deductive reasoning and problem-solving skills to develop appropriate preventative and countermeasures.
- Apply critical thinking skills to isolate problem causes, perform root cause analysis and formulate solutions.
- Identify security management issues and opportunities, analyze problems and alternatives, formulate complex technical solutions and develop sound conclusions and recommendations.
- Build teamwork and collaboration with other IT units, colleges and departments to optimize effectiveness of the District security program.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Conduct comprehensive IT security risk assessments in both District and College departments and develop sound solutions.
- Assist in the development of local architectures and security solutions.
- Conduct timely investigations and respond to computer security-related incidents and threats including viruses, worms and other system compromises.
- Provide comprehensive information security awareness and training.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in computer science, information technology, systems engineering or a related field, and at least five years of professional IT



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technology experience involving infrastructure and systems security, including risk identification and mitigation, security architecture development and compliance; or an equivalent combination of training and experience.

Experience in a public agency is preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Certification as a Certified Information Systems Security Professional (CISSP) or equivalent certification is highly desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve highly complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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The employee works under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (must include when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a performance assessment (50% weight) and an oral interview assessment (50% weight). Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS
Performance Assessment: August 13, 2024
Oral Interview Assessment: August 13, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication



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regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a district wide Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. **The eligibility list will be used to fill current vacancies for at least six months. The current vacancy is at the District Office.**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4564685/district-information-technology-security-officer-information-security-analyst>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

N/A

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