

Information Technology Security Analyst
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248062>

Downloaded On: Nov. 2, 2024 4:22am

Posted Nov. 1, 2024, set to expire Mar. 3, 2025

Job Title Information Technology Security Analyst

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Nov. 1, 2024

Application Open until filled

Deadline

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Information Technology

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4715305/information-technology-security-analyst>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of District IT management staff, incumbents assigned to this classification ensure the secure operation of computer systems, servers, and network connections.

Information Security Analyst will assist in detecting, investigating, and defending against

information security incidents targeting the District-wide systems and data. This includes

checking server and firewall logs, scrutinizing network traffic, establishing and updating virus scans, and troubleshooting. The incumbent will also keep apprised of existing and emerging regulations applicable to the district and will ensure board policies, administrative regulations, and departmental procedures are appropriate for continual compliance.

DISTINGUISHING CHARACTERISTICS

Incumbents assigned to this class serve as the primary administrator and technical resource of the District-wide information security program.

REPRESENTATIVE DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed

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duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Serve as a core member of District IT security performing varying security duties including threat awareness, proactive network traffic analysis, incident response, forensic analysis, and resolution of security incidents.

Acts as Team Leader on information security project.

Act as a liaison to the District-wide user community; perform regular workshops and inservices on topics of information security.

Maintain, refine, and expand existing data security program.

Evaluate existing and emerging regulations and laws to ensure continual SOCCCD compliance.

Integrate knowledge of network protocols, services, threats, vulnerabilities, mitigation strategies, hardware capabilities, and other information to build a security environment that reduces and mitigates risk.

Evaluate a wide range of data to detect security incidents. Take timely action as appropriate: block problem traffic, send alerts and/or investigate when suspicious activity is detected.

Develop new methods to detect and mitigate security attacks.

Communicate with internal and external security personnel and technical staff about incidents.

Develop and implement enforcement policies, procedures and associated plans for system security administration and user system access based on industry-standard best practices.

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Promote a strong security culture throughout SOCCCD, consulting with management and staff.

Conduct assessments of information systems security requirements, evaluate current security posture and recommend priorities for remediation.

Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Data encryption techniques including but not limited to PKI.

Experience in incident response procedures and computer forensics.

Experience with SSAE 16 audits, GLBA, PCI-DSS, FERPA, HIPPA compliance.

Role-base access applied to various services and technologies.

Security best practices of Servers, LAN and WAN networks, virtualization and Cloud.

Software development security best practices including but not limited to OWASP.

Ability to:

Communicate clearly both orally and in writing about information security concepts to users with varying degrees of technical ability.

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Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Evaluate and recommend industry security standards and emerging security technologies.

Maintain confidentiality in sensitive information security matters.

Manage the technical aspects of and information security incident response.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

Research and evaluate information security laws and regulations including but not limited to GLBA, PCI-DSS, HIPAA, FERPA and how they impact the District.

Work independently with minimum of direct supervision.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Work with Campus technology staff on district-wide security issues.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

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Equivalent to a Bachelor's degree from an accredited college or university with major course work in a technical field such as computer science. CISSP highly desirable and preferred, but not required.

Experience:

Three years of increasingly responsible technical work experience in technology service operations with demonstrated information security responsibilities.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment:

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical Demands:

Primary functions require sufficient physical ability and mobility to work in an office

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setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range (with or without correction).

Supplemental Information

Initial Screening Date: **November 18, 2024**

On-site position, no remote work

Range **146** of the **CSEA** Salary Schedule

Work Schedule: **Monday – Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: **40**

Months per Year: **12**

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Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS



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Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrintfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff,



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managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

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

Contact

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