



**Position Title:** District Network Security Analyst  
**Reports To:** Chief Information Security Officer  
**Department:** Information Assurance  
**Prepared By/Date:** Carol Flynn/05-2007  
**Approved By/Date:** Tim Walker/03/31/2011  
**Revised:** Martha Arrieta/03/31/2011

**Job Code:** 0390  
**Job Group:** PEC  
**Salary Grade:** 17  
**FLSA Status:** Exempt

### **Summary:**

This position is responsible for network and communications security across the enterprise. This position is responsible for the deployment and management of network and security monitoring and management systems, which include Internet and Intranet security, and all network related security issues such as firewall and password, control for voice and data networks.

### **Essential Duties and Responsibilities:**

- Plans, designs, documents and implements security measures which safeguard access to enterprise voice, data, and video communications, networks, equipment and servers while minimizing the impact to users
- Schedules and prioritizes work to accommodate IT and customer needs while minimizing impact on existing projects
- Identifies potential areas where network security policies and procedures require change or where new ones need to be developed
- Provides timely response to the user community's requests for assistance
- Identifies service level problems before they occur and implements solutions
- Develops new or modifies existing network security measures, processes, policies and procedures
- Performs security assessments and recommends mitigating actions
- Operates security systems such as firewalls and intrusion detection systems
- Investigates security incidents, creates, and distributes related reports
- Promotes security awareness among the user community
- Designs, documents and maintains network security measures designed for disaster recovery.
- Assesses and recommends security software and hardware
- Ensures routine contact with IT managers and staff personnel at all organizational levels, Campus and District organizations in order to implement, maintain and enforce network security methods and measures
- Maintains communication with vendors regarding network security system updates and technical support of network security products
- Contributes to the training and development of IT personnel in direct support of Network Security services
- Provides management with risk assessments and network security training to uphold enterprise network security measures. Performs periodic check with executives responsible for the District and Campus organizational units
- Completes status and statistical reports
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of large-scale voice and data communication network administration and system

support.

- Knowledge of authentication, network services access policies, and related internal and external network security considerations.
- Knowledge of Windows and/or Linux operating systems.
- Knowledge of IP data network troubleshooting, testing, monitoring and management.
- Knowledge of industry information technology and impact on related security procedures and processes.
- Knowledge of the current and developing information technology services requirements in a large educational institution.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong analytical skills and attention to detail.
- Ability to successfully manage, coordinate, and deploy complex technical networking projects.
- Ability to provide project leadership and mentorship.
- Ability to understand and clearly relate to other members of the organization, technical manuals, software specifications and general methods of network operations and security.
- Ability to train new or existing employees on department operational practices and procedures.
- Ability to write and develop IT related design and development documentation, reports, business correspondence, process, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present technical information and respond to questions from managers, end users and non technical personnel.
- Ability to interpret an extensive variety of technical instructions and deal with issues involving several abstract and concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic/multi-cultural environment.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily.

- Bachelor of Science (BS) from an accredited college/university in a related field of study such as Computer Science, MIS or Information Systems and eight (8) years of progressive experience in an administrative computing network environment and strong network security background
- Must have prior experience in the deployment and management of network security technologies such as firewalls and IDS/IPS systems.
- To perform this job successfully, an individual must possess expert proficiency with current security software and hardware capabilities for a large-scale voice and data communications network environment.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name