

JOB DESCRIPTION

POSITION TITLE:	Information Security Analyst
DEPARTMENT & PROGRAM:	Technology Services
WORK YEAR:	240-day Contract
SALARY PLACEMENT:	Range 7
SUPERVISED BY:	Chief Information Officer
ASSOCIATION:	Non-represented (Meet & Confer)
FLSA STATUS:	Exempt

GENERAL DESCRIPTION OF THE POSITION:

The Information Security Analyst position establishes and supports the technical information security posture of Clackamas ESD's information systems. This includes proactive security measures to protect ESD and school district staff, students, and systems. The Information Security Analyst also assists in reactive investigations and computer forensics as directed by the Chief Information Officer. The position also helps guide Information Security policy, procedure, and education at both Clackamas ESD and its partner school districts. The Information Security Analyst works closely with other technology staff from around the region to improve the overall Information Security health of schools.

ESSENTIAL FUNCTIONS:

1. Proactively monitor, analyze, report, and address current information security threats and activity directed at Clackamas ESD and partner school district information systems, employees, and students.
2. Internally assess, evaluate, and make recommendations to administration regarding the information security posture and practices of Clackamas ESD and partner district information and technology systems.
3. Continually reviews and analyzes existing information security tools and practices, their effectiveness and efficiency, and develops recommendations for improving or expanding existing capabilities.
4. Tracks emerging information security trends and maintains a current foundational knowledge of best practices to protect, data, systems, and staff from threats.
5. Maintains project schedules and timelines, and provides reports on project status as requested.
6. Coordinates sharing of information security communication, resources, and support of between school districts.
7. Provide training, consultation, & advice on student and staff security initiatives to proactively defend against compromise.
8. Participate as needed in incident response training and response to security events.
9. Maintains a positive and client friendly relationship that focuses on customer service.
10. Maintains a work schedule that ensures systems availability to meet school district and departmental demands.
11. Maintains positive relationships with other school districts, ESDs, and state agencies.
12. Maintains a knowledge base to ensure that service delivery meets state, federal, and local laws.
13. Participates and provides leadership in district and regional forums and user groups.
14. Participates in and provides leadership in departmental meetings.

ADDITIONAL FUNCTIONS:

1. Follows and supports district and program policies, procedures and requirements
2. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners
3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Performs other duties as may be assigned

ESSENTIAL COMPETENCIES:

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.

MINIMUM QUALIFICATIONS:

1. Minimum four years' recent work experience in information security, information systems, or other related field directly supporting enterprise technology usage.
2. SSCP or CISSP certificate or achievement of certification within 18 months of hire.
3. Demonstrated working experience with information security tools, practices, and techniques including application protection, IDS, IPS, SEIM, and logging systems.
4. Demonstrated experience in TCP/IP based computer networking fundamentals including routing, switching, DNS, & DHCP.
5. Demonstrated experience in enterprise information systems fundamentals including Windows and Linux servers and SAN storage.
6. Working knowledge of public & private cloud operation fundamentals
7. Working knowledge of scripting utilities and syntax.
8. Working knowledge of public K12 education and education focused regulatory and industry standards, such as OSIPA, FERPA, COPPA, & CIPA.
9. Demonstrated ability to manage multiple initiatives simultaneously, utilizing appropriate processes and delivering positive results
10. Excellent written, verbal, and communication skills
11. Strong customer service orientation and leadership skills
12. Physical and mental attributes sufficient to perform essential functions

PREFERRED QUALIFICATIONS:

1. Bachelor's Degree in Computer Science, Information Systems, or equivalent
2. Experience working with Cisco and Palo Alto network and security devices.
3. Experience working with information security forensic practices and investigation techniques.
4. Experience in modern computer programming language(s) including PHP, C#, Java, C++, or C.

WORKING CONDITIONS:

1. Travel required delivering services in multiple sites during day and week throughout the areas served by program
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations
3. Travel modes can include the use of public transportation
4. Some evenings and weekends may be required for program events

EQUIPMENT USED:

1. Personal Vehicles

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Light work.** Light work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do seden

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)										
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.										
01-26 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
26-50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)										
Bend		Never		Rare	X	Occasionally		Frequently		Continuously
Climb		Never		Rare	X	Occasionally		Frequently		Continuously
Crawl		Never		Rare	X	Occasionally		Frequently		Continuously
Drive		Never		Rare	X	Occasionally		Frequently		Continuously
Kneel		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (above shoulder)		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare	X	Occasionally		Frequently		Continuously
Sit		Never		Rare		Occasionally	X	Frequently		Continuously
Squat		Never		Rare	X	Occasionally		Frequently		Continuously
Stand		Never		Rare		Occasionally	X	Frequently		Continuously
Twist		Never		Rare	X	Occasionally		Frequently		Continuously

Walk		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Run	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Hands may be used for: (X = REQUIRED)										
Grasping		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Pinching		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Wrists may be used for: (X = REQUIRED)										
Twisting/Turning		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Pushing/Pulling: (X = REQUIRED)										
01-30 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
31-50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Environment Exposures (X = REQUIRED)										
Chemical Contact	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Moving Objects		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Noise		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Safety Equipment	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Wetness	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

X = Requirement | ☐ = Not Required

REASONING ABILITY:

- X** Routine, repetitive tasks with simple instructions
- X** Ability to follow detailed instructions that require few changes
- X** Ability to follow detailed procedures with several potential variables
- X** Problem solving ability and interpretation of events required for practical matters
- X** Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- X** Logical or deductive thinking required frequently
- X** Creative, innovative solutions to job problems

CALCULATIONS:

- X** Simple copying, addition, counting, subtraction
- X** Ability to divide and multiply
- ☐ Understanding the metric system and conversions
- X** Fractions, decimals, and percentages
- X** Statistics, use of graphs
- ☐ Advanced mathematics
- ☐ Theoretical application of statistics and complex math

LANGUAGE:

- X** Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- X** Ability to explain simple directions, copy data from one form to another
- X** Completes form letters or answers routine correspondence
- X** Composes correspondence independently
- X** Reads and interprets complex technical material
- ☐ Ability to speak and understand a second language
- X** Can prepare complex reports and documents as required
- X** Ability to speak with individuals and small groups in an articulate manner
- X** Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.

Print Name: _____

Signature: _____ Date _____