



Northwest Regional Education Service District

JOB DESCRIPTION

Position Title:	IT Security Analyst
Department:	Technology
Location:	Washington Service Center
Reports to:	Chief Information Officer
Compensation:	Administrative Salary Schedule
FSLA Status:	Exempt

NW REGIONAL ESD'S MISSION STATEMENT: *In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

GENERAL DESCRIPTION

The Information Technology Security Analyst position establishes and supports the technical information security posture of Cascade Technology Alliance and NW Regional ESD information systems. This includes proactive security measures to protect ESD and school district staff, students, and systems.

The Information Technology 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 Cascade Technology Alliance and its partner school districts. The Information Technology Security Analyst works closely with other technology staff from around the region to improve the overall Information Security health of schools.

QUALIFICATIONS: Knowledge, Skills & Abilities Required:

1. Three to five years of demonstrable experience in cyber security, IT security, or a combination of IT operations and security responsibilities. A Bachelor's Degree with a specialization in cybersecurity, computer science, technology administration or an equivalent combination of education and experience will be considered in lieu of experience.
2. Possession of active SSCP or CISSP certificate upon hire or achievement of certification within 18 months of hire required.
3. Demonstrated experience in TCP/IP based computer-networking fundamentals including routing, switching, DNS, & DHCP.
4. Demonstrated experience in enterprise information systems fundamentals including Windows and Linux servers and SAN storage.
5. Demonstrated working experience with information security tools, practices, and techniques including application protection, IDS, IPS, SEIM, and logging systems.
6. Working knowledge of public & private cloud operation fundamentals.
7. Working knowledge of scripting utilities and syntax.
8. Successful experience with technology project management and in providing technical support and training to internal and external staff.



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9. Ability to make formal presentation of recommendations/project proposals and training as required.
10. Experience in advancing educational equity and working with a multicultural team of stakeholders
11. Self-motivated with a positive and professional approach and ability to work in rapidly changing environments.
12. Proven ability to establish and maintain effective professional relationships with supervisors, staff, related businesses and agencies, and the general public.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks.

Other duties may be assigned.

1. Proactively monitor, analyze, report, and address current information security threats and activity directed at Cascade Technology Alliance, NW Regional 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 Cascade Technology Alliance 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 between school districts.
7. Provide training, consultation, & advice on student and staff security initiatives to proactively defend against compromise.
8. Assist in information security forensic practices and investigation techniques.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRES D Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules



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- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze, and interpret educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and manuals. Ability to effectively present information and respond to questions from users.

WORK ENVIRONMENT:

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

- Works in an office environment.
- Able to use a telephone, operate a computer, use other office equipment.
- Ability to drive to other program sites and meetings.

PHYSICAL DEMANDS:

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Light.

Note: The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRES D believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

EQUAL OPPORTUNITY EMPLOYER

NWRES D recognizes the diversity and worth of all individuals and groups. It is the policy of NWRES D that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1407 for additional information or

Clatsop Service Center
3194 Marine Drive
Astoria, OR 97103
503-325-2862 Fax: 503-325-1297

Columbia Service Center
800 Port Ave
St. Helens, OR 97051
503-366-4100 Fax: 503-397-0796

Tillamook Service Center
2515 3rd Street
Tillamook, OR 97141
503-842-8423 Fax: 503-397-6272

Washington Service Center
5825 NE Ray Circle
Hillsboro, OR 97124
503-614-1428 Fax: 503-614-1440



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assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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