

Jordan School District
EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title: Information Security Analyst (V30)	Job Family: 03
Department: Information Systems	Lane Placement: 16
Supervisor's Title: Director of Information Systems Systems and Security Manager	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Original date: <u>04/2021</u> Revised: _____ Revised: _____ Revised: _____	

GENERAL FUNCTION

Under the supervision of the Systems and Security Manager, the **Information Security Analyst** is responsible for security issues, threat hunting, security breaches, cybersecurity incidents, system protection, security best practices and disaster recovery.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Monitor for security issues and conduct Threat Hunting.
- Investigate security breaches and other cybersecurity incidents and report findings to management.
- Maintain and operate software to protect systems and information infrastructure and data encryption programs.
- Perform tests and uncover system and network vulnerabilities and report issues to management.
- Gather and correlate data from multiple device management systems and identify devices of concern and coordinate with other team members the remediation of those devices.
- Assist in developing district wide best practices for IT security.
- Research security enhancements and make recommendations to administration.
- Stay up-to-date on information technology trends and security standards.
- Assist in development and maintenance of disaster recovery and business continuity plans.
- Participate in technology planning efforts and new initiatives.
- Support all information systems staff in accomplishing their assigned responsibilities.
- Maintain configuration and procedural documentation.
- Ensure best practices in change management schedules and controls.
- The incumbent is responsible to follow all policies and guidelines as detailed by District policy.
- Requires effective and timely communication with employees, administrators, vendors and partners.
- Requires evening, late night and weekend work to meet deadlines and priorities.
- Must be able to provide their own transportation as the position requires travel using their own transportation to school and District sites.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires an Associate's degree in computer science or related field PLUS four (4) years of work related experience in information security or related field or an equivalent combination of education and experience.
- Advanced IT Security Certifications are preferred.
- Understanding Threat Hunting, SIEM, antivirus, and IDPS concepts.
- Ability to identify and mitigate vulnerabilities and explain how to avoid them.
- Experience in K-12 school setting and knowledge of K-12 applications is preferred.
- Requires strong working knowledge of current IT security assessment, management, implementation and risk.
- Requires experience with incident detection, incident response and forensics.
- Requires the ability to work through highly complex technical troubleshooting and analysis processes.
- Requires knowledge of industry-standard change management practices.
- Requires effective communication, decision-making, interpersonal and analytical skills.
- Requires competence in reading, writing and advanced mathematical principles and logic.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide their own transportation as the position requires travel using their own transportation to school and District sites.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines.
- Computer hardware, software, components and related equipment.

Physical Requirements – Not limited to the following:

- Frequent carrying up to 10 pounds, lifting from floor to waist up to 10 pounds, pushing/pulling up to 50 pounds, pinching, fine motor dexterity, driving a District vehicle and balancing on icy surfaces.
- Occasional kneeling, climbing ladders, crawling, overhead work, gripping up to 60 pounds and using hand tools.
- Constant keyboard/mouse use and near vision.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.