



JOB DESCRIPTION: INFORMATION SECURITY ANALYST

DEPARTMENT:	Board of Trustees Legal	REPORTS TO:	Information Security Officer
JOB CLASS:	Information Security Analyst	PAY GRADE:	37
EXEMPT STATUS:	Exempt	DATE:	06/13/2013

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Information Security Analyst is a member of the Information Security team and works closely with the members of the IT department to develop and implement a comprehensive information security and audit program. This includes defining security policies, processes and standards. The Information Security Analyst will also work with the IT department to select and deploy technical controls to meet specific security requirements and defines processes and standards to ensure that security configurations are maintained.

ESSENTIAL POSITION FUNCTIONS:

- Develop and maintain security architecture and security policies, principles and standards.
- Work with Florida Virtual School's business units and with other risk functions to identify security requirements, using methods that may include risk and business impact assessments. Components of this activity include but are not limited to:
 - Business system analysis
 - Communication, facilitation and consensus building
- Assist in the coordination and completion of information security operations documentation
- Work with IT leadership to develop strategies and plan to enforce security requirements and address identified risks
- Report to Florida Virtual School's management concerning residual risk, vulnerabilities and other security exposures, including misuse of information assets and noncompliance
- Play an advisory role in application development projects to assess security requirements and controls and to ensure that security controls are implemented as planned
- Collaborate on critical IT projects to ensure that security issues are addressed throughout the project life cycle
- Work with Florida Virtual School's infrastructure department to identify, select and implement technical controls
- Develop security processes and procedures, and supports service-level agreements (SLAs) to ensure that security controls are managed and maintained
- Advise security administrators on normal and exception-based processing of security authorization requests
- Research, evaluate and recommend information-security-related hardware and software, including developing business cases for security investments
- Define security configuration and operations standards for security systems and applications, including policy assessment and compliance tools, network security appliances, and host-based security systems

- Develop and validate baseline security configurations for operating systems, applications, and networking and telecommunications equipment
- Provide second- and third-level support and analysis during and after a security incident
- Assist security administrators and IT staff in the resolution of reported security incidents
- Participate in security investigations and compliance reviews, as requested by internal or external auditors
- Act as a liaison between incident response leads and subject matter experts
- Monitor daily or weekly reports and security logs for unusual events
- Manage relationship with the audit group and receive audit findings, and manage the collection of responses and remediation plans with owners
- Work within the information security governance process to define control recommendations that are both efficient and effective
- Provide oversight and management of audit finding remediation, including generating requirements for full remediation, providing feedback and suggestions on managerial responses to findings, and tracking progress and providing status and updates to the enterprise compliance team for reporting purposes
- Support e-discovery processes to include identification, collection, preservation and processing of relevant data
- Maintain an awareness of existing and proposed security-standard-setting groups, state and federal legislation and regulations pertaining to information security
- Identify regulatory changes that will affect information security policy, standards and procedures, and recommends appropriate changes
- Assist in the development of security architecture and security policies, principles and standards
- Participate in the enterprise architecture (EA) community, and provide strategic guidance during the EA process
- Research, evaluate, design, test, recommend and plan the implementation of new or updated information security technologies
- Research and assess new threats and security alerts, and recommends remedial actions
- Provide guidance for security activities in the system development life cycle (SDLC) and application development efforts and participate in organizational projects, as required
- Manage, control, direct, and supervise assigned direct reports, including general leadership, planning, organizing, and reviewing
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's degree; or equivalent combination of education and relevant experience

Experience:

- Five years of IT or network security experience

Knowledge, abilities and skills:

- Ability to work with and through people to establish goals, objectives, and action plans
- In-depth knowledge and understanding of information risk concepts and principles, as a means of relating business needs to security controls
- Knowledge of and experience in developing and documenting security architecture and plans, including strategic, tactical and project plans
- Experience with common information security management frameworks, such as ITIL and COBIT frameworks
- Knowledge of the fundamentals of project management, and experience with creating and managing project plans, including budgeting and resource allocation
- In-depth knowledge of risk assessment methods and technologies
- Proficiency in performing risk, business impact, control and vulnerability assessments
- Strong understanding of business applications, including ERP and financial systems
- Excellent technical knowledge of mainstream operating systems and a wide range of security technologies, such as network security appliances, identity and access management (IAM) systems, anti-malware solutions, automated policy compliance tools, and desktop security tools
- Experience in developing, documenting and maintaining security policies, processes, procedures and standards
- Knowledge of network infrastructure, including routers, switches, firewalls, and the associated network protocols and concepts
- Audit, compliance or governance experience is preferred
- Strong analytical skills to analyze security requirements and relate them to appropriate security controls
- Ability to interact with FLVS personnel at all levels and across all business units and organizations, and to comprehend business imperatives
- Strong leadership abilities, with the capability to develop an information security team and guide team members and to work with only minimal supervision
- Strong written and verbal communication skills
- A strong customer/client focus, with the ability to manage expectations appropriately, to provide a superior customer/client experience and build long-term relationships

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
INTERPERSONAL SKILLS	FUNCTIONAL /TECHNICAL EXPERTISE

<i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>
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MANAGER COMPETENCIES FOR SUCCESS:

<p>COMMAND SKILLS</p> <p><i>Relishes leading; Takes unpopular stands if necessary; Encourages direct and tough debate but isn't afraid to end it and move on; Is looked to for direction in a crisis; Faces adversity head on; Energized by tough challenges</i></p>	<p>CONFLICT MANAGEMENT</p> <p><i>Steps up to conflicts, seeing them as opportunities; Reads situations quickly; Good at focused listening; Can hammer out tough agreements and settle disputes equitably; Can find common ground and get cooperation with minimal "noise"</i></p>
<p>LISTENING</p> <p><i>Practices attentive and active listening with all groups/people; Has the patience to hear people out without interruption; Can accurately restate the opinion of others even when he/she disagrees</i></p>	<p>MANAGING DIVERSITY</p> <p><i>Manages all kinds and classes of people equitably; Deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; Hires variety and diversity without regard to class; Supports equal and fair treatment and opportunity for all</i></p>
<p>DEVELOPING OTHERS</p> <p><i>Provides constructive, concrete, behavioral feedback to others through monthly development discussions; Shares information, resources and suggestions to help others be more successful; Delegates challenging work assignments or responsibilities that will help the abilities and stretch others; Regularly meets with employees to review development needs, career aspirations and progress; Constructs compelling developmental plans and executes them; Creates a climate in which people want to do their best; Is a good judge of talent; After reasonable exposure, can articulate the strengths and limitations of people inside or outside the organization</i></p>	<p>TIMELY, QUALITY DECISION MAKING</p> <p><i>Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; Able to make a quick decision; Makes good decisions based upon a mixture of analysis, wisdom, experience and judgment; Sought out by others for advice and solutions; Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time</i></p>
<p>PROCESS MANAGEMENT</p> <p><i>Good at figuring out the processes necessary to get things done; Knows how to organize people and activities; Understands how to separate and combine tasks into efficient work flow; Can readily see opportunities or synergy and integration; Can simplify complex processes; Gets more out of fewer resources</i></p>	<p>TEAM BUILDING</p> <p><i>Develops networks and builds alliances; Participates in cross-functional activities to achieve organizational objectives; Focuses time and energy to develop direct report team and peer team; Fosters commitment, team spirit, pride and trust; Recognizes and rewards people for their achievements and contributions to organizational success; Identifies and tackles morale issues; Provides training and development to employees; creates and participates in team building sessions; Empowers others; Makes each individual feel his/her work is important; Invites input from each person and shares ownership and visibility</i></p>
<p>MANAGING & MEASURING WORK</p> <p><i>Clearly assigns responsibility for tasks and decisions; Sets clear objectives and knows what to measure and how to measure them; Monitors process, progress, and results;</i></p>	<p>COMFORT AROUND HIGHER MANAGEMENT</p> <p><i>Deals comfortably with more senior managers; Presents to more senior managers without undue tension and nervousness; Determines the best way to get things done with more senior managers by talking their language and</i></p>

<i>Designs feedback loops into work; Holds self and others accountable for achieving goals and objectives</i>	<i>responding to their needs; Crafts approaches to working with more senior managers that are seen as appropriate and positive</i>
<p style="text-align: center;">MANAGERIAL COURAGE</p> <p><i>Doesn't hold back anything that needs to be said; Is not afraid to provide current, direct, and "actionable" positive and corrective feedback to others; Lets people know where they stand; Faces up to people problems on any person or situation quickly and directly</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)