



INFORMATION SECURITY ANALYST

SUMMARY/SCOPE/GOAL

Ensures network (LAN/WAN), operating systems and applications security access and protects against unauthorized access, modification, or destruction. To ensure effective implementation of the organization's physical and digital data security resources.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree required.
- Minimum of 7 (seven) years successful experience in Systems Analysis, 3 of which must be in the area of security implementation in areas consistent with the Departments Strategic Plan.

PREFERRED/DESIRED:

- Master's Degree from an accredited education institution, Instructional Technology, or related field preferred.

CERTIFICATIONS AND LICENSES:

REQUIRED:

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- Valid State Driver's License.

PREFERRED/DESIRED:

- Industry recognized cyber security certification(s) including, CCSP, CISSP, CompTIA Security+, CEH, CISM, GSEC, SSCP, CASP, GCIH, OSCP, or other comparable cyber/computer/information security certification(s).

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. The supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Oversee a network of security directors and vendors who safeguard the district's IT systems.
2. Identify protection goals and objectives consistent with District's strategic plan.
3. Manage the development and implementation of District IT security policy, standards, guidelines, and procedures to ensure ongoing maintenance of security.
4. Maintain relationships with local, state, and federal government agencies.
5. Oversee the investigation of security breaches and assist with disciplinary and legal matters associated with such breaches, as necessary.
6. Work with outside consultants as appropriate for independent security audits.
7. Confer with technical personnel in Networking, Systems Programming and Applications Development to analyze OS and application requirements to ensure successful data security implementations with all District IT systems.
8. Able to work flexible hours.

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OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Troubleshoots data access problems and implements data security policies and procedures. Input of all data access for centralized systems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Interpret technology policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

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FOR HR USE ONLY:

DIVISION:	Educational Technology	DEPARTMENT:	Management Information Systems
TITLE CODE:	C2072	CONTENT BY:	Education Technology
GRADE:	21	COMPENSATION:	Human Resources
UNIT:	NB	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	submitting 12/13/2022	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	01/17/06	Initial Release	Education Technology
1.1	07/01/20	REVISED: New format	Human Resources
1.2	11/1/2021	Updated physical requirements match ADA format, add schedule	Ellie Kelly – Human Resources
1.3	11/28/2022	Update required certifications to preferred.	Ed Sherretta – Director - MIS

The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.