CLASSIFICATION DESCRIPTION

TITLE: IT Security Analyst

Title of Immediate Supervisor: Manager of Technology	**Department:** Technology	**FLSA Status**: Exempt
Accountable For (Job Titles): Not Applicable		**Pay Grade Assignment**: Non-Certified Business CBA Pay Group VIII

General Summary or Purpose Of Job:

The position of Security Analyst works under direct supervision and in coordination with other IT staff. This position requires a strong working knowledge of cyber security, including intrusion prevention, incident response, and ethical hacking. Additionally, the candidate should be detailed oriented, possess strong analytical skills, and have excellent communication, interpersonal, and leadership skills. The role involves several responsibilities such as writing reports, providing insights and updates on the current security policies, incident responses, disaster recovery plans, and other security-related information, assisting with the creation of and updates to training programs to secure the network and train the employees, monitoring security access and maintaining relevant data, analyzing security breaches to identify the cause and to update incident responses and disaster recovery planes, coordinating security plans with outside vendors, and creating procedures for IT employees and training them in security awareness.

DUTY NO.	ESSENTIAL DUTIES: (These duties and frequencies are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Tier I support and administration of vulnerability assessment software, Intrusion Detection System (IDS) and Intrusion Prevention System (IPS), vulnerability remediation, and Security information and event management (SIEM)	Daily
2.	Reviews and assists in real-time analysis of the organization's security posture to include wireless, firewall, networking, servers and risk assessment by reviewing logs, alerts, and notifications (both internal and external).	Daily
3.	Assists in the research and recommendations of projects involving IT systems and data.	Daily

4.	Collaborate with co-workers in order to research security issues, document solutions, and upgrade existing systems.	Daily
5.	Review and make recommendations for system security improvements.	Daily
6.	Acts as a member of the Technology Security Incident Response Team in identifying and responding to security incidents.	As needed
7.	Performs other technology duties of a comparable level or type.	As needed

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- Bachelor's degree in information technology, information security, or relevant field of study and a minimum of one (1) year of work experience in the security technical area; OR Associates degree in information technology, information security, or relevant field and a minimum of two (2) years' experience in information security; OR a minimum of six (6) years relevant work experience as a desktop, network, security or server analyst.
- Experience with developing and being part of a security incident response and vulnerability team
- Experience with network, system and application access control concepts and integration
- Experience with Security Information and Event Management (SIEM), vulnerability management systems configuration and management
- Experience with industry security frameworks, regulations and standards
- Must have a valid driver's license and a personal vehicle or have the ability to travel between district sites in a timely manner.

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Desirable/Preferred Qualifications:

▪ Education or work experience in the following area:

- Experience providing Tier I support and administration of vulnerability assessment software
- Experience identifying and responding to security incidents
- Experience providing support of network operating systems and other related networking services
- Prior K12 work experience

Knowledge Requirements:

Requires knowledge of:

▪ See the above Minimum Qualifications

Skill Requirements:

Skilled in:

▪ Information and Network Security
▪ Customer service and communication.
▪ Technical writing and documentation.
▪ Possess a positive and innovative attitude.
▪ Ability to be a good listener.
▪ Ability to actively work in a team.
▪ Willingness to learn and support new ideas and things.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		

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Talk and hear			√	
Taste and smell	√			
Lift & Carry: Up to 10 lbs**.**			√	
Up to 25 lbs.			√	
Up to 50 lbs.		√		
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Working in our schools

General Physical Conditions:

Work can be generally characterized as IT office work.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)		
Color Vision	√	
Depth Perception		
Peripheral Vision		

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Job Classification History:

Created 10/25/2023