

IT SECURITY SPECIALIST

General Statement of Duties and Responsibilities

This class of positions encompasses professional and responsible technical consultative and/or administrative work. Under administrative direction of an agency IT manager, with broad latitude of independent action or decision, serves as subject matter expert on IT security, identity and access infrastructure; provides IT security architectural guidance; designs security solutions; conducts IT risk assessments and recommended mitigating solutions. All personnel perform related work.

Examples of Typical Tasks

Plan, define and maintain policies, standards, configuration and operating procedures and guidelines regarding security, identity and access.

Monitors industry developments; liaises with vendors. Ensures compliance with Citywide and agency security policies and standards. Recommends updates and improvements to agency security policies and standards.

Identifies probable system exposure, compromise, problems or design flaws and escalates issues to upper management to limit serious performance impact.

Define, manage and monitor data security, confidentiality, integrity, and availability.

May provide training, conduct new hire orientations, and produce ongoing monthly security awareness newsletters.

Analyzes, designs, implements, tests, troubleshoots, integrates, documents and configures IT security infrastructure to maximize performance and capacity.

Plan, initiate and implement new security infrastructure architecture or design changes.

IT SECURITY SPECIALIST (continued)

Examples of Typical Tasks (continued)

Consult with agency executives to provide IT Security policy guidance.

As per requirement, offers support to application development, network, server, database and storage teams regarding new technologies, services, and system requirements.

Provide security design assistance on new products and internally-developed projects.

Define, manage and monitor security devices, including procedures for detecting, reporting, and responding to computer security incidents.

Serves as subject matter expert regarding security design of applications, networks, servers, storage and virtualization, directory services, identity connectors, authentication, web single sign-on and federation, and application servers providing delegated administration, role management, and web services.

Liaise with vendors, as necessary.

Monitor developments regarding various IT architectural platforms, including hardware, software and network communication components, operating systems, LDAP, server networking, basic load-balancing, DNS, certificate management, and HTTPS.

Review and analyze design and/or accreditation documentation to ensure appropriate security controls are in place.

Perform security assessments of applications and infrastructure.

Oversees multiple projects, supervises employees.

IT SECURITY SPECIALIST (continued)

Examples of Typical Tasks (continued)

Assists in the development and review of technical specifications for the procurement of various IT security systems and services, including the evaluation of vendor submissions solicited via bids, requests for information and proposals.

May lead a team or participate in a team in planning, designing, implementing and maintaining highly secure application architecture solutions that includes network devices, servers, storage and virtualization technologies.

May lead a team or participate in a team in planning, designing, implementing and maintaining identity and access management services that include directory services, identity integrators/connectors, authentication services, web single sign-on and federation services, role and group management and delegated administration services.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience related to projects and policies required by the particular position; or,
2. Education and/or experience which is equivalent to "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.