

<b>Job Class Code: 1357</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of the job classification (class) is to plan and oversee the direction and implementation of security measures for information systems, ensure access to computer data files is properly regulated, and develop policies and procedures to prevent unauthorized modification, destruction, or disclosure of information. The job class is responsible for evaluating security measures and ensuring proper administration. Leads security investigations and directs preventive measures. The job class works within broad policy and organizational guidelines; independently develops security related project plans; ensures communication between technology service providers; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises and directs professional and subordinate staff including hiring, training, and counseling staff, and assigning and evaluating work.
- Monitors trends and improvements in data security technology and laws, rules, and City policy to plan data security improvements, expansions, and future requirements; establishes goals, objectives, policies, procedures, and quality standards.
- Defines, develops, and reviews security requirements standards and procedures; oversees risk assessments and risk analysis of complex systems to determine if they have been designed and established to comply with established standards.
- Oversees the design and implementation of a common and consistent vendor risk management program to effectively manage vendor risk.
- Leads or oversees investigations of security violations and breaches and determines solutions; prepares reports on intrusions as necessary and provides analysis summary to management.
- Responds to complex queries and requests for computer security information and reports from both internal and external customers.
- Works with internal staff, and external service providers, and vendors to identify and select backup and archiving software, hardware, and processes.
- Performs administrative functions such as preparing budgets, controlling expenditures, performing special studies, preparing reports, providing support to elected or appointed officials and boards or committees, preparing specifications for contracts, hardware, software, or other administrative tasks.
- Attends or conducts staff or training meetings to exchange information; attend or schedule others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Identifies critical issues with ease. Exhibits confidence and an extensive knowledge of emerging industry practices when solving security problems. Pushes creative thinking beyond the boundaries of existing industry practices and client mindsets.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, and statistics applying such functions as frequency distribution, reliability, validity and correlation techniques.

<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and/or reports; develops presentations for sophisticated audiences.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of an engineering, fiscal, legal, or managerial nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in computer science, cyber security, data analytics, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this job class requires a minimum of five years of full-time equivalent experience, preferably in a broad range computer security role. Strong technical knowledge of IT infrastructure and vulnerability patch management preferred. Must have good knowledge of commercial compliance and regulatory standards (e.g. Payment Card Industry [PCI], Health Insurance Portability and Accountability Act [HIPAA])
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record in compliance with the City's Driving Standards. Industry-related certifications, e.g. (ISC) <sup>2</sup> Certified Information Systems Security Professional [CISSP], (ISC) <sup>2</sup> Certified Information Security Manager [CISM], CompTIA CASP+, and/or Global Information Assurance Certification (GIAC) GSLCare preferred.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*