

<b>Job Class Code: 1355</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of the job classification (class) is to plan, coordinate, and implement security measures for information systems, regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information. The job class is responsible for evaluating, administering, and auditing security measures to restrict unauthorized use of data systems and databases. Coordinates any security investigations and executes 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**

- Monitors trends and improvements in data security technology and laws, rules, and City policy to plan data security improvements, expansions, and future requirements; assists in establishment of goals, objectives, policies, procedures, and quality standards.
- Defines, develops, and reviews security requirements standards and procedures; conducts risk assessments and risk analysis of complex systems to determine if they have been designed and established to comply with established standards.
- Supports the design and implementation of a common and consistent vendor risk management program to effectively manage vendor risk.
- Conducts investigations of security violations and breaches and recommends 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, select, and implement backup and archiving software, hardware, and processes.
- Performs administrative functions such as assisting with budgets, monitoring 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.
- May supervise staff including training, assigning work, and evaluating performance.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<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>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, or mathematical classifications or schemes.
<b>Language Requirements</b>	Read professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.

<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and procedures.

**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, cybersecurity, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this job class requires a minimum of four years of related, 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], , CompTIA CySA+, GIAC CSEC) are preferred but not required.
<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 individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*