



		Issue Date - 1/1/04
Title Systems Security Specialist, Senior	Salary Schedule - PI	Class Code - NN311
Union Non-Represented	Salary Grade - 14	EEO Code - 50
	FLSA – Non-Exempt	E-Class - NN

Basic Purpose:

Positions in the Senior Systems Security Specialist classification are responsible for the analysis, design and implementation of complex information processing security systems. Incumbents may act as Subject Matter Experts in key area supported, design methodology and project implementation of diverse application systems and major computing systems. This is a specialist classification where incumbents work with a high degree of independence and provide technical leadership and direction to several, sometimes interrelated projects. Incumbents require a sound knowledge of emerging information technology architecture to provide optimal security solutions to the University’s information computing resources.

Essential Functions:

- Prepare detailed project plans and specifications, outline steps and timetables for completion, and monitor project progress;
- Analyze, design, and implement complex information processing security systems; code, test and debug security programs;
- Develop system and user documentation of security usage and procedures;
- Recommend, develop and implement security policies, procedures and guidelines in accordance with University and National Computer Security Center (NCSC) data processing control requirements and protocols;
- Serve as technical liaison with vendors, outside contractors, IT staff and University personnel by providing expertise on security issues and access problems;
- Conduct information security reviews on procedures for existing application security systems and develop new review procedures for emerging technology;
- Prepare security reports to audit applications, track security breaches and develop security action plan;
- Develop processes to prevent security violations and inappropriate disclosure of data and use of computing resources;
- Keep abreast of emerging technologies and services and coordinate implementation into university systems; and
- Provide training and technical guidance to customers regarding information security technology.

Minimum Qualifications:

Jobholders in the Senior Systems Security Specialist classification require basic knowledge and increasing expertise in the following areas:

- Strong knowledge of security techniques and security in controlling operating systems, computer systems, their organization and operation; security tools, technologies, applications and reporting; backup and recovery methods for all types of applications and operating systems.
- Demonstrated ability to understand technical documents regarding hardware, software and application systems descriptions.
- Skill in oral and written communications
- Understanding of system development methodologies
- Ability to work effectively with technical and non-technical staff to resolve issues and develop solutions and to work effectively with customers and technical staff in a liaison role
- Skill in solving complex problems quickly demonstrated expertise in troubleshooting and problem resolution.
- Formal education and/or equivalent education in security techniques, technologies and tools