SYSTEMS SECURITY SPECIALIST

PURPOSE AND NATURE OF WORK

Positions in this classification responsible are for ensuring integrity of LCG's computer networks, computing devices, and electronically stored or transmitted data and information. Incumbents serve as the process owner for all ongoing activities that serve to provide appropriate access to and protect the confidentiality and the integrity of customer, employee, and business information in compliance with organization policies and procedures. Positions so classified are expected to monitor hardware, software, networks, Internet presence, telecommunications and all facets of LCG's electronic infrastructure. Must be committed to staying up-to-date on computer security technologies and threats. May give general direction to Senior Systems Support Specialist, IS Technical Supervisor, and Programmer Analyst. Incumbent works under the general direction of the Information Services and Technology Manager or Energy Control, Substation, and Metering Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Analyze the network and system security requirements of the organization. Monitor networks and systems for potential threats. Develop and institute information security policies and procedures, as well as a disaster recovery plan in the event of a major security breach. Design and implement data recovery plans. Draft policies and guidelines for LCG relating to security for all data. Monitor compliance with information security policies and procedures. Coordinate PCI compliance. Select and install security hardware and software. Perform information security risk assessments and function as an internal auditor for any security related issues. Respond to Public Records Requests as it relates to electronic data/email. Train employees in security standards and procedures. Provide and maintain technical and training documentation. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Extensive technical knowledge of computer systems, various platforms, data management, network infrastructure and the operation of the Internet.

Knowledge of TCP/IP OSI model and how each layer is affected at each of the various firewalls, routers and other switching devices.

Ability to analyze network data traffic at the packet level and identify how those packets flow through the various routing hardware from starting point to finish point.

Knowledge in how the firmware versions enhance/impede/block information between the various points of travel.

Ability to communicate effectively in non-technical language to all persons of all levels of sophistication regarding computer security.

Ability to write complex and abstract materials with sound technical writing skills.

Ability to work independently and conduct extensive analysis research.

Ability to form and maintain effective working relationships with employees of all departments, elected officials, the public, and vendors.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in computer science with substantial experience in network security or related experience.