



USC University of
Southern California

Information Security Specialist Senior Job Description

JOB INFORMATION

<i>Job Code:</i>	165575
<i>Job Title:</i>	Information Security Specialist Senior
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.
<i>Job Family:</i>	IT Security
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Designs and manages an assigned area's security infrastructure. Selects network hardware and network operating systems. Locks down those systems when needed and stays focused on possible weaknesses in those systems, hardening them as appropriate.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Understanding of and experience with network engineering, operating systems, equipment and protocols.
	X	Understanding and experience with information security architecture.

Req		Pref	Select Certifications	Enter Additional Certifications
	X			Security specific certification

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as a project lead or technical specialist on security projects which involve a wide range of issues including secure architectures, secure electronic data traffic, network security, platform and data security and privacy. Establishes project plans and schedules, identifies staffing and resource requirements, and monitors progress providing status reports as required.				
Applies tested security patches, ensuring data backup and disaster recovery plans are in place and followed as required.				
Maintains and modifies all security solutions.				
Designs and implements information security solutions including security architectures, firewalls, security products, and security implementation plans.				
Identifies process functions, security weaknesses and controls; presents security challenges and resolutions to management.				
Provides organizational support of university security architecture and design, benchmarking, technical framework and gap analysis.				
Reviews and contributes to the security activities portions of application development project plans.				
Guides users and technical team members in formulating security requirements, integrating security requirements into existing system architectures, developing security test plans, overseeing the execution of security testing, and advising alternative approaches.				
Interacts with other departments and vendors to gather data, resolve and document complex technical issues for implementation of security products.				
Investigates, documents and reports any actual or potential information security violation or inappropriate computer use.				
Leads security management services, forensic analysis, cyber-crime investigation, incident emergency response and investigations.				
Provides leadership, guidance and direction to lower level staff.				
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.