



Information Systems Security Officer

Job Description

JOB INFORMATION

<i>Job Code:</i>	168055
<i>Job Title:</i>	Information Systems Security Officer
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	IT Security
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Responsible for providing support for coordination, implementation and enforcement of information security policies by acting as the liaison between the assigned area and Information Security Strategy. Performs analysis to identify critical data, recommends monitoring rules and provides configuration management support. Responsible for reviewing threat intelligence information and providing constructive feedback, communicating information security policies and procedures, and supporting the management of security risks. Assists with regulatory compliance and risk assessments, supports security training and awareness, and trains individuals to incorporate security into job functions and processes.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

X 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		5 years	
	X	8 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		Strong understanding of information security and the relationship between threat, vulnerability and information value in the context of risk management.
X		Understanding and working knowledge of information security fundamentals and concepts.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong analytical thinking, strong decision-making skills and the ability to effectively communicate with individuals at all levels.
X		Experience in designing, evaluating and documenting processes and leading teams in accomplishing process review and improvement.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Certified Information Systems Security Professional (CISSP)
	X	Cisco Certified Network Associate (CCNA)	
	X		Cisco Certified Entry Networking Technician (CCENT)
	X		GIAC Security Essentials (GSEC)
	X		Microsoft Certified Solutions Associate (MCSA)
	X		Certified Information Security Manager (CISM)

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Acts as a liaison between the assigned area and Information Security Strategy. Provides support for proposing, coordinating, implementing, and enforcing information systems security policies, standards, and methodologies.				
Performs analysis to identify critical data, assets, and processes in the assigned area.				
Recommends logging/monitoring rules and provides configuration management (CM) support for information system security software, hardware, and firmware.				
Reviews the quality of the threat intelligence information received from the ITS Information Security organization and provides constructive feedback to the Information Security organization based on the needs of the assigned area.				
Communicates and translates information security policies, standards and procedure requirements, and serves as a subject matter resource for university policies and standards.				
Supports the management and remediation of information security risks.				
Assists the assigned area with regulatory compliance assessments, security risk assessments, findings analysis and remediation.				
Supports the implementation and communication of security training and awareness activities.				
Trains individuals within the assigned area on how to incorporate security into job functions and processes.				

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/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
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.