



USC University of
Southern California

Director, Information Security Job Description

JOB INFORMATION

<i>Job Code:</i>	168019
<i>Job Title:</i>	Director, Information Security
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Information Services
<i>Job Family Group:</i>	Information Technology
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Designs, implements a university wide information security compliance program, which includes risk assessments, education and awareness, policy and standards development, monitoring and security incident investigations and reporting. Monitors compliance with HIPAA security, Gramm-Leach-Bliley, Red Flags Identity Theft, PCI standards and other federal, state and administrative regulations regarding information security. Develops and implements an enterprise wide information security strategy. Communicates and reports appropriate metrics with management regarding the status of the information security program. Coordinates with Information Technology Services, Administrative Information Services, General Counsel and Audit Services, and others regarding information security compliance issues. Reports to the Associate Senior Vice President, Compliance.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Juris Doctor (JD)		Or
	X	Master's degree	Business Administration	

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		10 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		Directly relevant experience in specialized field.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Certified Information Security Systems Professional (CISSP), Certified Information Privacy Professional or comparable designation.
X		Through knowledge of management concepts and structures.
X		Demonstrated strong technical and analytical skills relating to information security laws and regulations.
X		Extensive knowledge in privacy and security regulations and best practices, including federal and state laws, policies, and standards.
X		Extensive knowledge about a wide range of privacy/security regulations relevant to the higher education environment, including HIPAA, FERPA, Red Flags, PCI and Gramm-Leach-Bliley as well as state law.
	X	Corporate and university security related professional experience.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Designs, plans and implements a university wide information security compliance program. Develops and implements an enterprise wide information security strategy.				
Performs periodic risk assessments to determine and prioritize information security risks to the university. Identifies and evaluates information security controls to mitigate risk. Reports significant changes in information risk to appropriate levels of management.				
Oversees recruitment, hiring, orientation, training and supervision of information security staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees, as required.				
Creates and updates information security awareness, education and training programs, as needed.				
Creates and updates information security policies, procedures and standards. Integrates information security requirements into organizational operations, as applicable. Manages the Information Security Liaison Committee.				
Monitors compliance with information security policies, standards and enterprise wide strategy and ensures that threat and vulnerability evaluations are performed on a regular basis. Measures and reports on the effectiveness of information security controls.				
Manages security incident response and investigations. Conducts reviews to identify causes of information security incidents and develops corrective action plans.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents University as assigned or as appropriate.				
Performs periodic audits in conjunction with Audit Services to assure compliance with security policies and standards. Recommends enhancements in such areas as personnel, communication networks, data access, and confidentiality.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's		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,

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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/			Yes

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.