

# CalSAWS Job Description

## **CALSAWS POSITION: SECURITY ANALYST**

### **SALARY RANGE**

Salary determined by Employer  
RGS Monthly Rate: \$7,401.92 – \$9,707.36

### **JOB DESCRIPTION**

The Security Analyst works within the Technical and Operations team to protect critical assets and personally identifying data through technology controls to prevent intrusion as well as monitoring, research, assessment, and analysis on notable security events. This includes developing, implementing and monitoring systems security standards, best practices and protocols.

### **RESPONSIBILITIES**

- Contributing to design, development and/or review of work products and deliverables including:
  - Application Architecture Designs;
  - Technical Infrastructure Designs;
  - Network Infrastructure Designs;
  - Environment, server and workstation security;
  - Identity and access management;
  - System Risk Assessments,
  - CalSAWS System Operations and Support Plan (SOSP) Review Results,
  - Business Continuity Planning (BCP)
  - Disaster Recovery Planning (DRP)
- Coordinating and supporting IT project security audits;
- Analyzing security incidents related to suspected intrusion related events and ensuring incident reporting processes are followed;
- Ensuring that the enterprise system security is maintained via upgrades, patches and security updates;
- Compiling and validating security-related statistical data for management review;
- Documenting technical security processes and procedures;
- Assisting in the risk and issue identification, resolution, escalation and tracking;
- Maintaining confidential information in accordance with legal standards and regulations.
- Assisting with development of compliance strategies for IT security programs;
- Assessing risks of non-compliance with IT security policies, procedures, standards and guidelines based on state and federal regulations and best practices, and reporting findings to appropriate management.

### **DESIRABLE SKILLS AND CAPABILITIES**

Candidates of this position should have applicable experience, skills, and capabilities to perform the following functions and activities:

- Have a broad base of technical experience in at least four (4) of the following areas:
  - Network Security Management;
  - Application Security Management;
  - Identity and Access Management;

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- Incident Response Management;
  - Security Policy and Compliance Management;
  - Server and Workstation Security Management;
  - Cloud Infrastructure Security Management;
- Working knowledge of IT security policies as it relates to state and federal policies, standards, procedures and guidelines;
- Strong analytical and problem-solving skills; and
- Strong organizational and leadership abilities.

## MINIMUM REQUIREMENTS

### TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization -OR- One (1) year of experience at the level of Information Systems Analyst II -OR- Three (3) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization.

### LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### PHYSICAL CLASS:

2 - Light.