

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: INFORMATION SECURITY ANALYST

Reports To: Designated Supervisor

UW Job Code: 3752

UW Job Family: 38 - Computer Professional

SOC Code: 15-1212

FLSA: Exempt

Pay Grade: 24

Date: 11-1-97 (revised 7-1-02; 8-4-03; 7-1-04)

JOB PURPOSE:

Design and implement processes and procedures that ensure the privacy and security of University systems and information. Work with campus users to understand security needs and provide guidance. Ensure that users and applications are compliant with all University, federal and state regulations. Work to promote an understanding of security best practices within the campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in University-wide projects to design and implement security practices that meet all applicable standards.
- Design and implement security such as roles, permissions, application access sets that protect the privacy and security of University systems and information.
- Monitor access to enterprise applications and databases.
- Respond to access violations, stop violations, contact appropriate personnel to resolve violations; adhere to applicable University and governmental regulations and laws.
- Respond and correct failures/problems with production access on a 24-hour call-out basis.
- Provide research and analyses for potential fraud and application database exposures; investigate violations.
- Act as central point of contact for annual audits.

SUPPLEMENTAL FUNCTIONS:

- Promote application database privacy, security and fraud awareness through seminars and training.
- Research literature; attend meetings or conferences to stay informed and knowledgeable about new technology advances or potential application database security/fraud problems.
- Perform special projects, as assigned.

COMPETENCIES:

- Attention to Detail
- Consistency
- Analysis/Problem Identification
- Initiative
- Quality Orientation
- Ability to Learn
- Integrity
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Current technological trends and developments in the area of information security.

- Current trends in computer security infringement, as well as intrusion strategies and techniques.
- A broad range of relevant systems platforms, including UNIX, PC, and Mainframe.
- A broad range of relevant applications, including, but not limited to PeopleSoft, Advance, Axis, CollegeNet, etc.
- IT database security products and techniques, network infrastructure, applications, and equipment pertinent to a large, distributed, heterogeneous computing environment.
- Advanced concepts and basic operating principles of data communications and information systems hardware and software.
- Operating System architecture.
- University and state and federal regulations affecting database security and access management.

Skills and Abilities to:

- Appropriately identify and assess user work patterns, information usage and requirements, as well as IT security constraints.
- Plan, implement, test, and monitor database security solutions.
- Organize resources and establish priorities.
- Plan, design, develop and manage integrated application database solutions to organizational requirements.
- Work effectively with a wide range of constituencies in a diverse community.
- Develop and write applications security policies, documentation, and guidelines for technical staff and users.

- Provide technical guidance and leadership to professional personnel in area of expertise.
- Effectively analyze information and pay attention to detail.
- Recognize security breaches to systems and applications.
- Resolve conflict.
- Communicate effectively, both verbally and in writing.
- Work under time pressure, exhibit flexibility, and adapt to change.
- Function as a member of a team and independently.

WORKING CONDITIONS:

Standard office environment; constant repetitive keyboarding and video terminal display exposure; regular visual concentration at close proximity to computer screen; occasional exposure to electrical or mechanical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.