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: NETWORK SECURITY ANALYST, EXECUTIVE

Reports To: Designated Supervisor

UW Job Code: 3047

UW Job Family: 38 - Computer Professional

SOC Code: 15-1212

FLSA: Exempt

Pay Grade: 27

Date: 4-1-08

JOB PURPOSE:

Create, oversee and manage the development and implementation of the University's network and systems security policy (ies), standards, guidelines and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Architect, oversee, and manage the development and implementation of the University's network and systems security policy(ies), standards, guidelines and procedures to ensure ongoing maintenance of security.
- Information protection responsibilities include network security architecture, firewall configuration, network access and monitoring policies, server security, and employee education and awareness.
- Maintain relationships with local, state and federal law enforcement and other related government agencies.
- Oversee and manage security incident response planning as well as investigations of security breaches, and assist with disciplinary and legal matters associated with such breaches as necessary.
- Work with outside consultants as appropriate for independent security audits.
- Act as a resource person for 24-hour on-call shifts.

SUPPLEMENTAL FUNCTIONS:

- Manage the training function to promote privacy and security awareness.
- Research literature; attend meetings or conferences to stay informed and knowledgeable about new technology advances or potential security/fraud problems.

COMPETENCIES:

- Attention to Detail
- Integrity
- Collaboration
- Stress Tolerance
- Quality Orientation
- Analysis/Problem Identification
- Safety Awareness
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **6 years work-related experience**

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Computer technology and network and system architecture.
- Network security and firewall design.
- Specialized computer or other applicable devices, peripherals and equipment.
- Applicable University, state and federal regulations, policies and procedures.
- Network and system designs, structure, and configurations.
- Intrusion detection methods and techniques.
- Incident handling and reporting procedures and techniques.
- UNIX security methods, techniques and procedures.
- Development of security policy(ies).
- Management principles, methods and techniques.
- Technical writing methods.
- Supervisory principles, methods and techniques.
- Effective communication methods and procedures.

Skills and Abilities to:

- Manage functions within assigned area.
- Supervise support or assigned project staff.
- Develop and write policy (ies) affecting computer network and systems security.
- Effectively communicate clearly and concisely, both orally and in writing.
- Maintain effective business relationships with outside consultants.
- Analyze, pay attention to detail and troubleshoot problems.
- Recognize and manage response to security breaches to network systems.

- Discover and manage response to network users involved in illegal activities (copyright violations, virus infections, etc).
- Work within a large enterprise environment.
- Investigate problems and resolve conflict effectively.
- Work under time pressures, exhibit flexibility and adapt to change.
- Identify and solve business problems.
- Function both as a team member and work 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.

DISTINGUISHING FEATURES:

Network Security Analyst: Works under limited supervision, assisting with the implementation of the University's network and systems security policy, standards, guidelines and procedures, and assists with discovery of and responses to security incidents and investigations of security breaches, as directed.

Network Security Analyst, Senior: Works under very limited supervision, making security recommendations and implementing the University's network and systems security policy (ies), standards, guidelines and procedures, discovers and responds to incidents of security breaches, investigates security breaches, assists with disciplinary and legal matters, and assists with working with outside consultants.

Network Security Analyst, Executive: Manages and oversees the functions within this area, including supervision of support staff, managing outside consulting work, managing the discovery, investigations, and responses to security incidents and security breaches.

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.