UNIVERSITY OF SOUTHERN CALIFORNIA

Information Security Specialist

Job Code: 165571

Grade: TJ
OT Eligible: Yes
Comp Approval: 9/26/2008

JOB SUMMARY:
Assists in the management of an assigned area’s security infrastructure and administers the security of the various applications, ensuring that access is granted according to the users’ needs. Protects data confidentiality in compliance with university policies and standards by locking down systems when needed and staying focused on possible weaknesses in systems, hardening them as appropriate.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
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<tr>
<td>______</td>
<td>Discerns between security breaches and more innocent technical bugs.</td>
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<td>______</td>
<td>Applies tested security patches, ensuring data backup and disaster recovery plans are in place and followed as required.</td>
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<td>Maintains security solutions and assists in modifying as necessary.</td>
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<td>______</td>
<td>Implements and supports integration of information security solutions including security architectures, firewalls, and security products.</td>
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<td>Identifies process functions, risk security weaknesses and controls.</td>
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<td>Researches new security technologies and security architecture design approaches, conducting benchmarking and gap analysis as appropriate.</td>
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<td>Monitors electronic information security during transit and on multi-platform operating systems.</td>
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<td>Investigates, documents and reports any actual or potential information security violation or inappropriate computer use.</td>
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<td>Provides input on the security activities portions of application development project plans.</td>
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<td>Contributes to the improvement and standardization of the security administration process across all departments.</td>
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<td>Stays informed of new developments and technologies.</td>
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*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
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.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 2 years

**Minimum Field of Expertise:**

- Understanding of and experience with network engineering, operating systems, equipment and protocols.

**Preferred Education:**

- Master's degree

**Preferred Experience:**

- 3 years

**Preferred Field of Expertise:**

- Security specific certification and understanding and experience with information security architecture.

**Skills: Administrative:**

- Communicate with others to gather information
- Gather data
- Research information
- Understand and apply policies and procedures

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Conceptualization and design
- Conflict resolution
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Risk Management

**Skilled in:**

- Mathematics
- Network security access, management and testing
- Programming languages

**Skills: Machine/Equipment:**

- Computer network (department or school)
Supervises: Level:

May oversee student and/or temporary workers.

Comments:

May work unpredictable hours. Provide 24/7 on-call support as needed.

SIGNATURES:

Employee: ______________________________ Date: ____________________________

Supervisor: ______________________________ Date: ____________________________

The above 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.

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