**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Information Security Specialist Senior**

**Job Code: 165575**

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**Grade:** TK  
**OT Eligible:** Yes  
**Comp Approval:** 9/26/2008

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**JOB SUMMARY:**

Designs and manages an assigned area’s security infrastructure. Selects network hardware and network operating systems. Locks down those systems when needed and stays focused on possible weaknesses in those systems, hardening them as appropriate.

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**JOB ACCOUNTABILITIES:**

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<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>______</td>
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<td>Serves as a project lead or technical specialist on security projects which involve a wide range of issues including secure architectures, secure electronic data traffic, network security, platform and data security and privacy. Establishes project plans and schedules, identifies staffing and resource requirements, and monitors progress providing status reports as required.</td>
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<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 and modifies all security solutions.</td>
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<td>Designs and implements information security solutions including security architectures, firewalls, security products, and security implementation plans.</td>
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<td>Identifies process functions, security weaknesses and controls; presents security challenges and resolutions to management.</td>
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<td>Provides organizational support of university security architecture and design, benchmarking, technical framework and gap analysis.</td>
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<td>Reviews and contributes to the security activities portions of application development project plans.</td>
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<td>Guides users and technical team members in formulating security requirements, integrating security requirements into existing system architectures, developing security test plans, overseeing the execution of security testing, and advising alternative approaches.</td>
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<td>Interacts with other departments and vendors to gather data, resolve and document complex technical issues for implementation of security products.</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>Leads security management services, forensic analysis, cyber-crime investigation, incident emergency response and investigations.</td>
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<td>Provides leadership, guidance and direction to lower level staff.</td>
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<td>Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.</td>
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Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

[ ] No

[ ] Yes

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:**

- 3 years

**Minimum Field of Expertise:**

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

**Preferred Education:**

- Master’s degree

**Preferred Experience:**

- 5 years

**Preferred Field of Expertise:**

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

**Skills: Administrative:**

- Communicate with others to gather information
- Coordinate work of others
- Customer service
- Gather data
- Research information
- Understand and apply policies and procedures

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Coaching
- Conceptualization and design
- Conflict resolution
- Consulting
- Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Risk Management
Scheduling

Skilled in:
Mathematics
Network security access, management and testing
Programming languages

Skills: Machine/Equipment:
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Leads employees performing similar work on a project basis.

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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