UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Information Security

Job Code: 168019

Grade: M
OT Eligible: No
Comp Approval: 5/28/2010

JOB SUMMARY:
Designs, implements a university wide information security compliance program, which includes risk assessments, education and awareness, policy and standards development, monitoring and security incident investigations and reporting. Monitors compliance with HIPAA security, Gramm-Leach-Bliley, Red Flags Identity Theft, PCI standards and other federal, state and administrative regulations regarding information security. Develops and implements an enterprise wide information security strategy. Communicates and reports appropriate metrics with management regarding the status of the information security program. Coordinates with Information Technology Services, Administrative Information Services, General Counsel and Audit Services, and others regarding information security compliance issues. Reports to the Associate Senior Vice President, Compliance.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

----- ----- Designs, plans and implements a university wide information security compliance program. Develops and implements an enterprise wide information security strategy.

----- ----- Performs periodic risk assessments to determine and prioritize information security risks to the university. Identifies and evaluates information security controls to mitigate risk. Reports significant changes in information risk to appropriate levels of management.

----- ----- Oversees recruitment, hiring, orientation, training and supervision of information security staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees, as required.

----- ----- Creates and updates information security awareness, education and training programs, as needed.

----- ----- Creates and updates information security policies, procedures and standards. Integrates information security requirements into organizational operations, as applicable. Manages the Information Security Liaison Committee.

----- ----- Monitors compliance with information security policies, standards and enterprise wide strategy and ensures that threat and vulnerability evaluations are performed on a regular basis. Measures and reports on the effectiveness of information security controls.

----- ----- Manages security incident response and investigations. Conducts reviews to identify causes of information security incidents and develops corrective action plans.

----- ----- Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. Represents University as assigned or as appropriate.

----- ----- Performs periodic audits in conjunction with Audit Services to assure compliance.
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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:

Essential:  

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:

10 years

Minimum Field of Expertise:

Directly relevant experience in specialized field. Certified Information Security Systems Professional (CISSP), Certified Information Privacy Professional or comparable designation. Through knowledge of management concepts and structures. Demonstrated strong technical and analytical skills relating to information security laws and regulations. Extensive knowledge in privacy and security regulations and best practices, including federal and state laws, policies, and standards. Extensive knowledge about a wide range of privacy/security regulations relevant to the higher education environment, including HIPAA, FERPA, Red Flags, PCI and Gramm-Leach-Bliley as well as state law.

Preferred Education:

J.D. or M.B.A.

Preferred Field of Expertise:

Corporate and university security related professional experience.

Skills:  Other:

Analysis  
Assessment/evaluation  
Coaching  
Communication -- written and oral skills  
Conflict resolution  
Consulting
Counseling
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Marketing
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Managerial
Professional/Paraprofessional

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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