UNIVERSITY OF SOUTHERN CALIFORNIA
Information Systems Security Officer
Job Code: 168055

OT Eligible: No
Comp Approval: 9/11/2017

JOB SUMMARY:
This position is responsible for providing support for coordination, implementation and enforcement of information security policies by acting as the liaison between the assigned area and Information Security Strategy. The Information Security Systems Officer performs analysis to identify critical data, recommends monitoring rules and provides configuration management support. This position is also responsible for reviewing threat intelligence information and providing constructive feedback, communicating information security policies and procedures, and supporting the management of security risks. The Information Security Systems Officer also assists with regulatory compliance and risk assessments, supports security training and awareness, and trains individuals to incorporate security into job functions and processes.

JOB ACCOUNTABILITIES:

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

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Acts as a liaison between the assigned area and Information Security Strategy. Provides support for proposing, coordinating, implementing, and enforcing information systems security policies, standards, and methodologies.

Performs analysis to identify critical data, assets, and processes in the assigned area.

Recommends logging/monitoring rules and provides configuration management (CM) support for information system security software, hardware, and firmware.

Reviews the quality of the threat intelligence information received from the ITS Information Security organization and provides constructive feedback to the Information Security organization based on the needs of the assigned area.

Communicates and translates information security policies, standards and procedure requirements, and serves as a subject matter resource for university policies and standards.

Supports the management and remediation of information security risks.

Assists the assigned area with regulatory compliance assessments, security risk assessments, findings analysis and remediation.

Supports the implementation and communication of security training and awareness activities.

Trains individuals within the assigned area on how to incorporate security into job functions and processes.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

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:**
- 5 years

**Minimum Field of Expertise:**
- Strong understanding of information security and the relationship between threat, vulnerability and information value in the context of risk management. Understanding and working knowledge of information security fundamentals and concepts. Strong analytical thinking, strong decision-making skills and the ability to effectively communicate with individuals at all levels. Experience in designing, evaluating and documenting processes and leading teams in accomplishing process review and improvement.

**Preferred Education:**
- Bachelor's degree

**Preferred Experience:**
- 8 years

**Preferred Field of Expertise:**
- CISSP, CCNA, CCENT, GSEC, MCSA, CISM

**Skills:**
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Conceptualization and design
- Customer service
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Networking
- Organization
- Planning
- Problem identification and resolution
- Research
- Teaching/training

**Skills:**
- Machine/Equipment:
  - Computer network (department or school)
Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

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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