



Office of Human Resources
IT Security Specialist - CI2796
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General Statement of Duties

Performs full performance professional information security work enforcing information security practices and protocols; installing, configuring, and monitoring security systems and alerts; and participating in the analysis and evaluation of enterprise information security.

Distinguishing Characteristics

Information Security Specialist is distinguished from other professional information technology classes as positions in these classes have security oriented responsibilities by implementing formal methodologies, promoting and enforcing approved best practices and provide technical leadership of security and governance initiatives on behalf of Citywide interests. This class is solely concerned with an information security and governance related duty assignment.

The Information Security Specialist is distinguished from Information Security Manager, which researches and recommends the policies and procedures that the City and County of Denver should have in place to implement, evaluate, and improve the tools, methods, procedures and other controls necessary for protecting all City information technology, assets and interests from intentional or unintentional modification, disclosure, destruction or tampering. The Information Security Manager is also responsible for evaluating and monitoring all information assurance and network security practices within City government and enforces their adherence to citywide policies and procedures for managing the security of all electronically produced and stored information within City government.

Level of Supervision Exercised

By position, performs lead work over other information technology professionals.

Essential Duties

Enforces information security policies and procedures utilized throughout the City to ensure compliance with any applicable federal and state laws and regulations.

Installs, configures, monitors, and responds to security systems and alerts, including intrusion detection and prevention systems, firewalls, data encryption and other industry standard technologies and platforms.

Conducts or assists security audits and provides recommendations to mitigate risks.

Conducts fact-based evaluations of security architecture alternatives, mediating opposing viewpoints and negotiating equitable outcomes that ensure stable solutions.

Assesses potential items of risk and opportunities of vulnerability.

Develops project artifacts, inclusive of requirements definition, design, architecture (logical/physical), testing and transition to sustain documentation.

Participates in researching current and/or proposed federal, state and local laws and regulations, industry trends and best practices in the field of information security to determine their applicability to the City's information technology operations.

Contributes to the identification and development of policies and procedures to maintain consistency citywide in any information security practices and to incorporate changes needed for compliance with federal and state regulations.

Assists with analysis and evaluation of all aspects of enterprise information security (e.g. information security architecture, disaster plans, etc.) then provides technical knowledge and advice regarding the development and implementation of procedures for maintaining the City's information systems network technology.

Provides consultation and advice to information technology professional, technical and/or administrative staff throughout the City on security issues.

Functions as a key contributor to Security Incident Management and Investigation activities.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

Interpersonal Skill – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of complex information security infrastructure and architecture.

Knowledge of the principles and processes of both tactical and strategic information technology program management.

Knowledge of life cycle and risk management and the mechanisms by which they tie to policy compliance.

Education Requirement

Bachelor's Degree in Computer Science, Information Systems, Business Administration, Mathematics or a related field.

Experience Requirement

Three (3) years of administering information security systems to include any or all of the following: information security architecture, information security procedures and controls, physical security, attack & penetration testing, application testing, information assurance program gap analysis and incident response.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Potential exposure to cold weather conditions (indoor/outdoor).
Potential exposure to dust.
Potential exposure to hazards from electrical/mechanical/power equipment.
Potential exposure to pesticides or fertilizers.
Potential exposure to risk of blood-borne diseases.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Potential exposure to unpleasant elements (accidents, injuries, and illnesses).
Handles absentee replacement on short notice.
Noise: sufficient noise to cause distraction.
Occasional pressure due to multiple calls and inquiries.
Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to electrical and radiant energy hazards.
Subject to injury from moving parts or equipment.
Subject to long, irregular hours.
Subject to many interruptions.
Subject to pressure for multiple calls, inquiries, and interruptions.
Works in confined, uncomfortable or awkward locations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color vision: ability to distinguish and identify
Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object; usually by hand, arm, or shoulder.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working the hand(s).
Handling: seizing, holding, grasping, or otherwise working with fingers.
Hearing/Talking: Hear and determine direction of sound.
Hearing: perceiving the nature of sound by the ear.
Kneeling/Crouching: Kneel and crouch in locating and capture of animals.
Kneeling: bending legs to come to rest on one or both knees.
Mathematical reasoning
Memorization
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Neck Flexion: Moving neck upward/downward.
Oral Comprehension
Physical Strength: exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.
Pulling: Exerting force upon an object so that it is moving to the person
Pushing: exerting force upon an object so that the object is moving away from the person.
Standing: remaining one one's feet in an upright position.
Stooping: Bending the body by bending the spine at the waist.
Talking: Expressing or exchanging ideas by means of spoken words
Vision Far acuity: ability to see clearly at 20 feet or more.
Vision Near acuity: ability to see clearly at 20 inches or less.
Vision: To observe animal behavior, read signs, and reading colors.
Walking: moving about on foot.
Written Comprehension.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: I-816

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: