



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.

### 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.

### **Level of Supervision Exercised**

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

**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.):

Agility: Ability to move quickly and easily.  
Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Color vision: Ability to distinguish and identify different colors.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Oral Comprehension: Ability to discern the meaning of oral speech.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon an object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

### 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:**