



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
03/12/13

This position is:

Agency: Oregon Department of Corrections

Facility: CDC - ITS

New Revised

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	ISS 7	b. Classification No:	C 1487
c. Effective Date:	04/01/13	d. Position No:	0900453
e. Working Title:	Information Security Specialist	f. Agency No:	29100
g. Section Title:	Security Program Analyst	h. Budget Auth No:	000087320
i. Employee Name:		j. Repr. Code:	AAON
k. Work Location (City – County):	Salem - Marion		
l. Supervisor Name (Optional):	Business Support & Operations Manager		
m. Position:	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year		
	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
n. FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative
		o. Eligible for Overtime:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions, and reducing the risk of future criminal behavior. In support of this, the Department has deployed an integrated statewide felony offender tracking and management system and other related information systems which include a mission critical, online, real time accounting system (budgeting, purchasing, contracts, accounts payable, manufacturing); an institution staffing application, a mission critical inmate trust accounting system; client/server email systems; a pharmacy system; a decision support system for research and evaluation; and a Help Desk problem tracking system. These systems are deployed on the Department's network that extends to all its locations statewide and is comprised of many central and remote servers including an IBM I-Series server, several Sun/Unix servers, and numerous other network servers.

These systems are supported and maintained by the Information Technology Services Unit of the General Services Division. To accomplish this, the unit is divided into four sections: Development; the section responsible for creating and/or maintaining all software in the statewide system, Operations; the section responsible for operating all servers and the network that comprise the statewide system, Technical Support; the

section responsible for maintaining the desktop devices used on the network and, Business Support; the section responsible for business analysis, project management and customer relationships.

b. Describe the primary purpose of this position, and how it functions within this program.

Complete this statement. The primary purpose of this position is to:

Functions as the primary administrator for the information security program as well as advise and plan for business continuity planning emergency preparedness.

SECTION 3. DESCRIPTION OF DUTIES

- The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.
- Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.
- The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the next critical step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All correctional staff has a valuable role in the delivery of multi-disciplinary services in DOC facilities. Despite differences in training, culture, and job specific mission, they all have some common goals. When all correctional staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff is expected to follow CCM principles and practices.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

%	of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

30%	N	E	<p><u>Security Program Operations</u></p> <p>Software 20%, Hardware 10%</p> <p>Manage DOC security incident response, management, and recovery. Investigates the cause of security breaches and develops suggested preventative steps.</p> <p>Responsible for the protection and confidentiality of DOC information assets. Train managers and staff on information security.</p> <p>Participates in the evaluation of proposed systems, applications and network hardware and software to determine security or data integrity implications.</p> <p>Review the results of security scans and internal vulnerability assessments including outcomes, actions taken, and progress to mitigate vulnerabilities. Perform analysis on reported changes to system scan results and configuration to determine if there is a concomitant adjustment in the security stance of assets.</p> <p>Ensure that the customer is well apprised of systems security status, achievements, and issues. Track customer acceptance of security related risk and/or priority to rectify.</p> <p>Provide period review of privileged access authorities and adherence to policy and process.</p> <p>Responsible for ongoing operation of access, permission, directory, identification, and verification process and appropriate infrastructure. Recommends changes in business operations to provide higher levels of security for networks, systems and data.</p> <p>Be responsive to security audits to ensure compliance with industry and State standards. Monitor the compliance with audit findings and report risks.</p> <p>Consult with executive management in times of an information security crisis to ensure that the crisis is managed properly both internally and externally. Provide information security awareness training and communication to agency staff.</p> <p>Provide security analysis and documentation of security systems and access methodology during business continuity and emergency management planning. Schedule and facilitate annual table top exercises related to Business Continuity and Emergency evacuations.</p> <p>Other duties as assigned.</p>
25%	N	E	<p><u>Construction</u></p> <p>Communications 5%, Software 10%, Hardware 10%</p> <p>Provides project security leadership and/or consulting for large and/or</p>

			<p>unusual projects.</p> <p>Participates in a cross-domain security team, with representatives from across ETS and the state</p> <p>Plans for and procures new desktop technologies in support of security policies and practices</p> <p>Conducts research and makes recommendations related to technical solutions which significantly extend the efficiency and effectiveness of computing resources</p>
25%	N	E	<p><u>Planning - Strategic:</u> Communications 5%; Software 10%, Hardware 10%</p> <p>Participates in enterprise-wide strategic information security planning activities, assembly and publication of the program, services level agreements, and other strategic planning documents.</p> <p>Responsible for developing, proposing, maintaining and enhancing the DOC security policies, and standards.</p> <p>Analyzes ongoing needs and develops DOC security policies and procedures by consulting with ITS management and staff, researching and analyzing all pertinent issues and information, assessing impact on the provision of services to clients, and determining the resources necessary for implementation to ensure the efficient and effective provision of services.</p> <p>As a member of the ITS Domain Administration Team, direct, and coordinate activities, making security policy recommendations for DOC and help to set direction and priorities for security within ITS. Assesses new technologies for enterprise security, tests with existing systems and infrastructure and evaluates for adoption. Evaluates future information systems security requirements and develops and recommends technical and operational solutions. Reviews the ITS technology roadmap and ensures compliance with relevant security requirements.</p> <p>Other duties as assigned.</p>
20%	N	E	<p><u>Customer Assistance</u> Software 10%, Communications 10%</p> <p>Responds to security incidents that impact communications infrastructure for DOC. Makes the determination to remove desktops from service and require they be rebuilt. The primary desktop environment is Windows-based, but has some non-standard systems as well.</p> <p>Reviews software logs, examines software packages, and reviews scans to determine if desktops are in alignment with required configurations or if a system may have been compromised. Advises management on how ITS can provide better desktop services to customers.</p>

			Other duties as assigned.
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SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Will be expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

Extensive work performed on video display terminals. Exposure to inmates in the work place. Requires occasional in state and out of state over night travel. Work schedule is driven by user need. May be required to respond after normal business hours for system emergencies. May be assigned on-call rotation or stand-by duties. Employee may work a variety of irregular hours in order to maintain operational systems at DOC facilities. Lifting PCs, terminals, and other computer equipment. Remove, replace or upgrade components. Bending, crawling, reaching under desks and computer workstations, and physical manipulation of large objects may be required.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Department of Corrections Rules and Procedures; Computer operations manual; DP Unit Problem/Change Management Guide

b. How are these guidelines used?

Provides limitations, directions, and operating instructions.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
All computer users and management in facilities, office and outstations	By telephone written form, and in person	Discussion of Systems or information concerning needs, current operations, or maintenance	Daily

Vendors and technical support personnel	By telephone written form, and in person	To solve problems, and to assess new technologies	Daily
Contractors	By telephone written form and in person	To provide oversight, assure compliance with contract specifications	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position makes decisions that affect the reliability of customer access to the Department's applications based upon servers connected to the network. Access to these applications in many cases is essential to customers' effective performance of their jobs and in some cases has public safety implications. This position is part of a team that determines the nature/extent/urgency of customer needs and selects appropriate course of action, operating with a high degree of independent functioning.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Principal Exec/Manager E	9512.339	Reviews work and completed assignments	Ongoing, at least annually	Assure accuracy and department objectives, priorities and standards are being met.
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SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a.	How many employees are directly supervised by this position?	0	
	How many employees are supervised through a subordinate supervisor?	0	

b.	Which of the following activities does this position do?		
	<input type="checkbox"/> Plan work <input type="checkbox"/> Assigns work <input type="checkbox"/> Approves work <input type="checkbox"/> Responds to grievances <input type="checkbox"/> Disciplines and rewards	<input type="checkbox"/> Coordinates schedules <input type="checkbox"/> Hires and discharges <input type="checkbox"/> Recommends hiring <input type="checkbox"/> Gives input for performance evaluations <input type="checkbox"/> Prepares & signs performance evaluations	

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Occasional night and/or weekend work may be required. May be asked to instruct others in the use of operating systems and/or participate in training program as an instructor.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Must have a valid driver's license.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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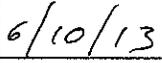
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

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SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	 Supervisor Signature	 Date
Appointing Authority Signature	Date	Reviewer	Date