

## **CITY OF BURBANK**

### **INFORMATION SECURITY ANALYST**

#### **DEFINITION**

Under general direction, to perform advanced and highly complex duties in developing, recommending, overseeing, implementing, and ensuring compliance with comprehensive information security strategies and programs; and perform related duties as required.

#### **ESSENTIAL FUNCTIONS**

Oversees security of systems, applications, information assets and operating processes; develops and implements information security strategies, policies and procedures; develops comprehensive communication plans and initiates notification protocols; monitors developments and trends in information security; conducts risk assessments to identify system wide vulnerabilities and establishes appropriate methods for avoiding or mitigating potential risk; conducts security inspections and audits systems processes; conducts forensic research of security compromises; works with other departments to integrate security best practices with the City's technology infrastructure; maintains continuity management plans, disaster scenarios and incident response plans; performs project management responsibilities; produces proposals, specifications and recommendations; provides information security management training; may train, supervise, and evaluate employees; prepares written and oral reports; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - principles, practices, and procedures of information security best practices and procedures; antivirus and endpoint management software and techniques; enterprise level Web filtering software, hardware and techniques; firewalls and firewall "next generation" technologies; intrusion detection, and prevention software and techniques; information security governance frameworks; mobile device security principals; Payment Card Industry Data Security Standard (PCI-DSS) compliance; Health Insurance Portability and Accountability Act (HIPAA) compliance; Public Key Infrastructure (PKI); system and file encryption; systems hardware and software hardening and monitoring; operating system architecture, characteristics, commands and components applicable to City system platforms; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this classification (this is not a language restriction as defined in California Government Code Section 12951).
- Ability to – conduct research; analyze data and evaluate needs to develop solutions; assess and prioritize multiple demands to meet deadlines; apply state-of-the-art approaches to information security systems and protocols; interpret and apply City, State, and Federal policy; perform risk exposure/threat assessments; work collaboratively and effectively as a project leader, facilitator or team member; conduct training; plan and direct the work of others; communicate effectively both orally and in writing; present proposals and recommendations; develop plans and specifications; prepare written materials appropriate to technical and non-technical audiences; exercise independent judgment; establish and

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BMA

Civil Service Classification  
FLSA Exempt

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maintain effective working relationships; provide good customer service; display diplomacy in dealing with sensitive issues; maintain confidentiality as may be required.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major coursework in management information systems, computer science, or a closely related field; or at least five years of progressively responsible experience in information security.

**Special Conditions & Requirements:** Ability to occasionally move objects weighing up to 40 lbs.; perform repetitive movements such as typing; manipulate, adjust and align small components and equipment; differentiate between various colors of wires and diagrams.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

### SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** One or more of the following professional certifications is highly desirable: Certified Information Systems Security Professional (CISSP); Certified Information Security Manager (CISM); Global Information Assurance Certification Security Essentials (GSEC); Cisco Certified Network Associate (CCNA).