NORTH DAKOTA
CLASS DESCRIPTION

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0196

ENTERPRISE INFORMATION SYSTEMS SECURITY ADMINISTRATOR

GRADE P

SCOPE OF WORK:

Work involves collaborating with ITD divisions to provide data and information security direction for the State of ND, political subdivisions and K-12 schools. Duties require working with a large variety of complex operating systems and dealing with a multiple access methods to and from data systems. Security levels required involve security of access to information of the highest risk levels in terms of confidentiality of information and value of assets.

DUTIES PERFORMED:

- Responsible for enterprise security administration through collaboration with other ITD divisions and governance which includes developing the security direction for the State of ND. Key areas involve identifying major cyber security framework components; identifying emerging trends and threats from new technologies or attack vectors; identifying and conducting relevant maturity assessments and benchmark studies.
- Develop, implement, and manage information security related policies, procedures, and standards to protect data systems and networks. Define and implement the cyber security framework.
- Coordinate risk assessments which involves a systematic approach for the identification, assessment and management of information security risks.
- Coordinate audits with others to respond to various agency, statewide or federal audits on information security.
- Provide coordination with user entities and divisions of ITD to ensure requirements are met.
- Collaborate with ITD Computer Systems to analyze user operating systems and determine which operating systems are authorized and what controls (ports, etc.) need to be put in place or what the end configuration should be in order to ensure the protection of data.
- Ensure guidance is provided as needed to meet technical and legal requirements for access to data systems.
- Coordinate and collaborate on enterprise level security related projects and implementation of security related technologies.
- Coordinate and collaborate with different divisions in ITD on infrastructure security including physical security, hosting platforms, database technologies, network technologies and critical application security.
- Collaborate on vulnerability management which involves processes to proactively identify, assess and remediate security weaknesses.

- Collaborate on security incident response including identifying and developing the processes, policies and procedures to guide response to security incidents.
- Determine the need for security backup systems and develop procedures and standards for operation of backup systems.
- Provide consultative service to user entities to include needs assessments, training, evaluation, and on-going system and network security support in conjunction with the Computer Systems and Network Services staff.
- Ensure coordination of program development by other ITD staff and provide guidance in system security issues.
- Ensure effective utilization of assigned resources; provide budgeting data; provide evaluation of assigned staff; and complete related administrative duties.
- Participate in the analysis of new technology to determine the feasibility of implementing changes or upgrades to security systems.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires two years of college-level course work in an information technology related field and seven years of progressively responsible work experience in an information technology position that demonstrated knowledge of development, installation, and maintenance of security requirements for complex computer systems. Additional college-level education in an information technology related degree program may be substituted on a year-for-year basis for up to two years of the required work experience. Job specific professional certifications may be substituted for required course work on a course-by-course basis for up to one year of the required course work. The hiring authority, at time of recruitment, may require additional education and/or experience.

Eff. Date: 2/85
Rev: 12/97 – Changed title; updated format
Rev: 7/02 – Revised scope; review of grade resulted in pay grade exception
* Pay Grade Exception assigned 4/02 (NDAC 4-07-04-11 & 4-07-04-12)
Rev. 10/07 – Pay grade exception reviewed, grade unchanged
Rev: 7/12 – Conversion to Hay System; Removed Pay Grade Exception
Rev: 5/15 – Update of scope and duties, resulting in grade change