



**NORTH DAKOTA  
CLASS DESCRIPTION**

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

Class Code(s): 0197

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**INFORMATION SYSTEMS SECURITY OFFICER**

GRADE N

**SCOPE OF WORK:**

Work involves activities associated with managing the development, implementation, utilization, and maintenance of an agency's information security systems to protect the agency's information assets and resources.

**DUTIES PERFORMED:**

- Conduct needs assessments for security systems; analyze and evaluate information obtained; evaluate alternatives; select solutions.
- Develop, coordinate, and implement the information technology portion of the agency's disaster recovery and contingency plan.
- Collaborate with the Information Technology Department in planning, developing, and implementing the agency's security infrastructure.
- Plan, develop, implement, monitor, and update comprehensive information system security plans for the agency.
- Develop, implement, and revise policies, procedures, and standards to protect information assets and resources in compliance with applicable state and federal regulations.
- Plan, develop, organize, and present or coordinate training to agency employees on system security.
- Identify threats to information systems and implement security procedures and products as required.
- Monitor and maintain installed security software to ensure proper performance; install and maintain upgrades; provide appropriate notifications and instructions to users; establish and utilize procedures for monitoring utilization of security systems.
- Determine the need for secure backup systems and develop procedures and standards for operation of backup systems; ensure proper backup of data.
- Review current security system definitions to ensure they meet requirements; monitor, report and investigate access to determine unauthorized access attempts; provide continuous testing of systems for weaknesses requiring corrective action.
- Respond to inquiries relating to system security problems; provide assistance to other programming and system development staff relative to security issues.
- Participate in the analysis of new technology to ensure security in the implementation of changes or upgrades to software or hardware.
- Interview and select staff members; manage assigned staff by planning and assigning work duties, developing and implementing work standards, coaching and mentoring, implementing performance management measures, and initiating and carrying out disciplinary measures as required.

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 a bachelor's degree in an information technology field and five years of progressively responsible work experience that included installation and maintenance of security requirements for complex computer systems. Additional work experience may be substituted on a year-for-year basis for up to two years of the education requirement.

Eff. Date: 10/02

Rev: 7/12 – Conversion to Hay System