

The University of Texas at San Antonio

Job Description

Job Title: OIT Information Security Analyst
Code: 19317
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Office of Information Technology
Reports To: Information Security Officer

Summary

- **Function:** To assist in the design, deployment, and monitoring of the UTSA system/application security infrastructure and to.
- **Scope:** Responsible for providing application and data security support in order to implement and maintain UTSA's information security program.

Duties

- **Typical:**
 1. Investigates security incidents, determines causes and makes recommendations to enhance system security.
 2. Provides technical assistance in the selection, configuration, deployment and maintenance of security products, policies and procedures.
 3. Performs operating systems and application security risk assessments and audits, and executes tests to ensure functioning of security measures.
 4. Identifies network/system vulnerabilities and conducts vulnerability studies for information systems.
 5. Develops plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure.
 6. Maintains security lab networks.
 7. Performs other duties as assigned.
- **Periodic:**
 1. Develops and maintains user security for applications.

Education

| Required | Preferred |
|---|---|
| Bachelor's degree from an accredited institution. | Bachelor's degree in Computer Science, Information Systems or a related field from an accredited institution. |

Other Requirements

| Required | Preferred |
|----------------------------------|------------------|
| Criminal Background Check (CBC). | N/A |

Experience

| Required | Preferred |
|---|------------------|
| Two years of information security experience. | N/A |

Equipment

| Required | Preferred |
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| Personal computer and standard office equipment. | N/A |

Working Conditions

| Usual | Special |
|--|---------------------------------------|
| Normal office and computer lab conditions. | Occasional evening and weekend hours. |

Supervision

| Received | Given |
|---|--------------|
| Exercises independent judgment based on technical knowledge and experience. Receives instruction and guidance on new assignments. | None. |

Accuracy

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| Proficiency in all phases of the duties performed. |
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Security Sensitive

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| Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. |
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Internal Control

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| Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with. |
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