

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: Information Technology

TITLE: Information Security Analyst

SALARY (GRADE): \$61,246 (35W) Plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position performs both technical and administrative work involving policy and procedure development regarding data integrity and security. The incumbent monitors security systems and software to ensure the safekeeping and protection of data from unauthorized modification or destruction. The position also monitors, assesses, and modifies the disaster recovery program, performs network intrusion testing, application vulnerability assessment scans, and risk assessment reviews. The work is performed under the general supervision of a higher-level manager. Supervision is not a function of this class. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree in computer science, computer technology, data processing, management information systems, information resource management, or related field **AND** two (2) years of experience in information security systems administration **AND** one (1) year of project management experience; **OR**
- (B) Possession of Associate's Degree in computer science, computer technology, data processing, management information systems, information resource management, or related field **AND** four (4) years of experience in information security systems administration **AND** one (1) year of project management experience.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. Criminal Justice Information Systems (CJIS) Security Clearance is required for appointment and must be maintained throughout appointment.

NOTES:

- 1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or B.
- 2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: Until the position is filled.

****Oneida County is an equal opportunity employer****

03/16/2023