



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Information Technology

CIVIL SERVICE TITLE: Information Security Analyst (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$68,158 (35W) Plus Excellent Benefits

APPLICATION DEADLINE: March 31, 2025

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



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; **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; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience in information security systems administration.

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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 3. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

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

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

Issued: 02/28/2025