

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: NETWORK SPECIALIST III -  
Information Security

SALARY GROUP: B20

DEPARTMENT: Information Technology Division

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Shawn F. Wallace DATE: 03/11/2014

POSITION #: 008226

**I. JOB SUMMARY**

Performs complex network work. Work involves the implementation, maintenance, and monitoring of local area networks, wide area networks, and Internet and intranet systems; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Assists the Information Security Officer (ISO) in monitoring information security issues related to the systems and workflow at TDCJ to ensure the internal security controls for the agency are appropriate and operating as intended; and supports the ISO with the execution of information technology security projects for the agency.
- B. Coordinates responses to information security incidents; conducts agency-wide data classification assessment and security audits and aids in the management of remediation plans; and confers with management, other departments within the agency, and law enforcement agencies to manage security vulnerabilities.
- C. Prepares security documentation to include department policies, procedures, agency notifications, web content, and security alerts; performs risk assessments of data processing systems; installs firewalls, data encryption, and other security measures; and conducts periodic audits of various system users to determine user removal, transfer, or limitation of access.
- D. Facilitates the performance of audits and tests to aid in the evaluation of locally developed software fixes and patches to improve system performance and efficiency; applies threat modeling for known software security remediation; and assists in the application of security for mobility and cloud.
- E. Trains staff on network and information security procedures.
- Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Computer Science, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning experience with automated data processing systems in installation of computers, printers, communications devices, and office automation software in a LAN/WAN networking environment.
3. Novell experience preferred.
4. Project coordination experience preferred.

**B. Knowledge and Skills**

1. Knowledge of network facilities and data processing techniques and equipment.
2. Knowledge of a variety of computer application programs and their applicability to computer systems operations.
3. Knowledge of information systems performance monitoring and capacity management tools.
4. Knowledge of personal computer hardware, software, network operating systems, and security software.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to recognize, analyze, and resolve network problems.

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Page 3 of 3

9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

10. Skill to train others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.