

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NETWORK SPECIALIST II -
Information Security

SALARY GROUP: B18

DEPARTMENT: Information Technology Division

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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: 6/15/2015

POSITION #: 008234

I. JOB SUMMARY

Performs routine network work. Work involves the implementation, maintenance, and monitoring of local area networks (LAN), wide area networks (WAN), and Internet and intranet systems. Works under moderate supervision with limited 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 agency systems and workflow to ensure internal security controls are appropriate and operating as intended; and supports the ISO with the execution of information technology security projects for the agency.
 - B. Responds to information security incidents; assists with agency-wide data classification assessment and security audits and aids in remediation plans; and confers with management, other departments within the agency, and law enforcement agencies to manage security vulnerabilities.
 - C. Prepares and analyzes information security metrics; installs and maintains encryption software; and conducts periodic audits of various system users to determine user removal, transfer, or limitation of access.
 - D. Assists with preparing training courses and provides user support and training in the use of available hardware, software, and utilities; and communicates with vendors, users, management, and network programming staff.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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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 two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two 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. Active Directory experience preferred.
4. Information Security 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 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 interpret and apply rules, regulations, policies, and procedures.
9. Skill in problem-solving techniques.

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10. Skill to recognize, analyze, and resolve network problems.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. 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 15-44 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, audiovisual equipment, telephone, and automobile.