

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: NETWORK SPECIALIST IV -
Information Security

SALARY GROUP: B22

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: 12/08/2015

POSITION #: 008240

I. JOB SUMMARY

Performs highly complex work. Work involves coordinating activities associated with local area networks (LAN) and wide area networks (WAN); coordinating network design and installation, policy development, training, monitoring, and analysis of existing hardware and software; evaluating potential network enhancements; and supervising the work others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates with 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; coordinates 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; determines standards on information security; performs risk assessments of data processing systems; supervises the installation of firewalls, data encryption, and other security measures; and coordinates and conducts periodic audits of various system users to determine user removal, transfer, or limitation of access.
 - D. Performs security scanning 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 mobile devices and cloud technologies.
 - E. Supervise the work of others; and 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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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 four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four 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. Experience in the supervision of employees preferred.
4. Information security experience preferred.

B. Knowledge and Skills

1. Knowledge of network facilities and data processing techniques and equipment.
2. Knowledge of information systems performance monitoring and capacity management tools.
3. Knowledge of personal computer hardware and software to include security software.
4. Knowledge of Microsoft Active Directory preferred.
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 to recognize, analyze, and resolve network problems.

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10. Skill in administrative problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to train and supervise 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, telephone, and automobile.