City of Fort Worth, Texas
Job Description

Classification Title	IT Information Security Analyst		
Job Code:	PR1770	**Job Family:**	Professional
Pay Grade	709	**Date Reviewed:**	07/13/15
FLSA Status	Exempt	**Date Revised:**	02/29/24

GENERAL SUMMARY

Assists in the administration of the City's information security program. Develops security policy; conducts risk assessments, vulnerability assessments, penetration testing and system audits; investigates and respond to security incidents; and provides technical support to senior management or supervisory staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Participates in the development and implementation of procedures to support security strategies and policies throughout the City of Fort Worth.

2. Conducts vulnerability scans of City networks and other electronic devices; and participates in information security risk assessments and remediation efforts for new and existing IT assets.

3. Participates on project teams of large enterprise or department side projects to ensure compliance with applicable security policies and standards.

4. Analyzes log files from a variety of sources to investigate any potential compromise of City networks or other electronic resources; and participates in security incident response and investigation.

5. Assists in conducting security awareness activities such as presentations, training development and other awareness methods.

6. Coordinates, performs and tracks vulnerability and penetration testing. Audits firewalls and other security hardware.

7. Evaluates potential information security tools; and uses tools to scan internal systems for security updates, etc.

8. Reviews proposals for new hardware and software; and analyzes for cybersecurity impact.

9. Monitors and reviews log information from various networks/systems. Performs reviews and audits of security configurations of infrastructure/application components such as firewall rules, etc.

10. Performs other related duties as required.

11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES
- **Knowledge of:**
  - Information security standards and regulatory compliance such as PCI-DSS, HIPPA and CJIS information security standards.
  - Information Security Systems and security features of Microsoft Windows Systems, Active Directory, SQL, Nortel Network routers/switches, Checkpoint, F5, Bluecoat, Aruba, Juniper, and McAfee.
  - Data networks and systems related to Microsoft Windows environment.
  - Principle and practices of systems and network operating system implementation and support.
  - Methods and techniques of user relations.
  - Departmental and city rules, regulations and procedures relevant to information systems and services.
  - Relational data base design, implementation and support.
  - Network design and support as applicable.
  - Hardware and software tools.
  - Configuration of City of Fort Worth networks and electronic resources.
  - City of Fort Worth Administrative Regulations.
  - ITIL, NIST and SANS best practices.
  - Latest trends in Information Security.
  - ISACA audit strategy and processes.
  - City information security policies and procedures.
- **Skill in:**
  - Computers and applicable software.
  - Troubleshooting.
  - Organization.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Communicate technical and/or conceptual information clearly and concisely, both orally and in writing.
  - Develop and implement procedures to support security policy.
  - Investigate and solve security issues related to assigned division.
  - Operate/manipulate information processing software to suit divisional needs.
  - Follow specific instructions for generating assigned reports.
  - Research new items and policies.
  - Organize and assign priorities for work to be accomplished.
  - Lead and coordinate the work of lower level staff.
  - Interpret and explain City policies and procedures.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Computer Science, Information Systems, or a related field and four years of responsible experience in Information Security programs.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Relevant certifications within the Information Security realm (CompTIA, Security+, GISF, ISC2-CC, etc.) within 6 months of hire.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.