

Opening Date: August 23, 2021
Closing Date: Open Until Closed
Work Location: Austin, TX
Posting Number: 21-73
Monthly Salary: \$4,598.67 - \$6,100*
Group/Class: B23/0235
Travel %: 5%
Division/Department: O&A/Information Technology Admin
Number of Positions: 1

* Salary commensurate with experience and qualifications.

INTERNAL ONLY

JOB VACANCY NOTICE

Security Analyst

(Information Technology Security Analyst I)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 25B Information Technology Specialist, IS Intelligent Specialist, ISM Information Systems Management (Warrant), 0631 Network Administrator, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

Job Description Summary

Performs complex (journey-level) information security analysis work. Work involves planning, implementing, and monitoring security measures for information systems and infrastructure to regulate access to computer data files and prevent unauthorized modification, destruction, or disclosure of information. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Chief Information Officer of the Information Technology Division.

Essential Job Functions

- Supports the agency risk management program.
- Supports the implementation of system security plans with agency personnel and outside vendors.
- Supports the implementation of continuous automated security compliance capabilities.
- Coordinates with users to discuss issues such as computer data access needs and security violations-
- Supports plans to safeguard computer files against accidental or unauthorized modification, destruction, or disclosure.
- Maintains policies and procedures to protect data systems and databases from unauthorized users.
- May perform technical risk assessments and reviews of new and existing applications and systems, including cloud and data center physical security and environment.
- Performs IT security reporting and analysis regarding incidents, threats, network, and user access.
- Assists in training users and promoting security awareness.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 06/26/2020

Texas Water
Development Board

The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Research systems and procedures for the prevention, detection, containment, and correction of data security breaches.
- Assists in advising management and users regarding security procedures.
- May assist in developing information technology disaster recovery and business continuity plans.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in information technology security, computer information systems, computer science, management information systems, or a related field.
- One to two years of experience in information security analysis work.
- Relevant education and experience may be substituted for each other on a year-for-year basis.

Preferred Qualifications

- Experience with the Texas Administrative Code (TAC) Chapter 202, Information Security Standards.
- Experience with the National Institute of Standards and Technologies (NIST) Information Security framework.
- Certification as a Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified Information Systems Manager (CISM), or Certified in Risk and Information Systems Control (CRISC).

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to information security, privacy, and computer crime to include, but not limited to, the requirements of Texas Administrative Code, Chapter 202 and Texas Government Code; and of the principles and practices of public administration.
- Knowledge of government organization and administration.
- Knowledge of security governance concepts.
- Knowledge of the limitations and capabilities of computer systems.
- Knowledge of technology across all network layers and computer platforms.
- Knowledge of operational support of networks, operating systems, internet technologies, databases, and security applications.
- Knowledge of risk management policies and objectives.
- Knowledge of planning, formulation, coordination, and implementation methodologies.
- Knowledge of disaster recovery concepts.
- Skills in configuring, deploying, and monitoring security applications and infrastructure.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to identify problems, evaluate alternatives, and implement effective solutions.
- Ability to develop, implement and evaluate policies and procedures.
- Ability to prepare reports.
- Ability to communicate effectively.

Job Vacancy Notice (cont.)

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- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Strong organizational skills and attention to detail.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.