



**Classification:** Computer Information Technology Specialist II (CITS II)  
Information Security Unit - Intelligence

**Title Code:** V08005

**Pay Range:** 33

### **POSITION SUMMARY:**

This position provides professional and advanced technical expertise as it relates to information security intelligence. The position works closely with the Information Security Officer as well as staff within the Missouri State Highway Patrol's troops and divisions, and local criminal justice agencies by providing guidance and technical expertise on highly complex information security issues and deployments. This position also assists the Information Security Officer with creating, designing, implementing and maintaining a state wide information security program for the criminal justice community. This position produces cybersecurity intelligence reports, investigates cybersecurity issues and events, prepares cybersecurity policies and procedures, and presents cybersecurity topics and briefings to Patrol and local criminal justice staff. An employee in this position performs peer level reviews of products produced by other personnel and acts as a key member of the Patrol's security incident response team. This position reports to the Information Security Officer and works under general supervision, but is expected to use extensive technical knowledge and initiative to meet goals and objectives.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Performs highly technical analysis of cyber related intelligence from a number of disparate data sources; disseminates reports as appropriate according to their classification level to the Patrol and various partners; acts as a subject matter expert in the area of cyber threat analysis and intelligence product development.

Cross references cyber intelligence data with indicators from various security related tools to assist the Patrol's Security Operations Center staff with system/network defense.

Provides support to both MSHP and partners in regards to implementing highly complex cybersecurity issues.

Investigates complex security issues in diverse environments, proposes solutions, and works with technical and business staff to implement solutions.

Investigates security incidents, which may include misuse of official information; utilizes sophisticated software, hardware, and highly technical methods to investigate the incidents; provides peer level review of investigations performed by other personnel within the unit.

Assists with preparing and participating in presenting cybersecurity information through written documentation and oral presentation to different types of audiences; this includes meeting with technical and business staff of criminal justice agencies

Performs log scans of the MULES for investigations, possible misuse, or administrative purposes.

Performs programming and application development, creates and develops reports and forms as needed.

Documents, reviews, and updates security policies and procedures for MSHP and local agencies by reviewing, interpreting and applying industry standards as well as local, state and federal statutes and regulations

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Develops, updates, and maintains the IT security audits based upon the CJIS Security Policy, statutory and regulatory requirements and industry standards.

Participates in computer systems disaster recovery plan maintenance and implementation for MSHP.

Performs security testing and monitors the MSHP security infrastructure.

Meets with members of the local and state criminal justice community to discuss cybersecurity issues.

Assists in the research and review of security infrastructure hardware and/or software.

May act as a lead worker to other personnel as it relates to cyber threat analysis and intelligence product development.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge in all areas of cybersecurity as well as networking, application development, server software and hardware.

Extensive knowledge of the principles of information security and information technology systems analysis, design, testing and documentation.

Extensive knowledge of the general operating principles and capabilities of computer hardware and software.

Extensive knowledge of the elements of cybercrime and threat indicators.

Thorough knowledge of software reference libraries and related utility programs.

Thorough knowledge of computer security best practice standards.

Thorough knowledge of computer networking protocols.

Thorough knowledge of computer operating systems.

Thorough knowledge of data protection methods.

Working knowledge of national information sharing tools and techniques.

Working knowledge of agency's functions and their interrelationships.

Working knowledge of the principles of cost benefit analysis.

Working knowledge of the principles of project management.

Working knowledge of the principles of disaster recovery.

Working knowledge of continuing trends and developments in information technology and cybersecurity.

Working knowledge of various computer platforms.

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Working knowledge of the information strategic planning process.

Working knowledge of the systems management process.

Possess good organizational skills.

Possess research and analysis skills.

Ability to utilize highly technical analytical tools.

Ability to prepare and interpret system configuration documentation.

Ability to prepare and maintain standards, policies, procedures, guidelines and technical manuals.

Ability to train and assist less experienced personnel.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Ability to create and present materials for training programs.

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four year degree in Information Security, Cybersecurity, Information Assurance, Information systems or related field or four years of experience in the information security, cybersecurity, or information assurance fields. Knowledge of all areas of information security is needed such as: security best practices, standards, legal requirements, privacy policy, networking, servers, end user support, databases, web and application development, and the concepts vital to ensuring confidentiality, integrity and availability of protected data and systems.

AND

Two years of experience as a Computer Information Technology Specialist I within the Information Security Unit/Intelligence or comparable position working directly in the field of information security.

Current Information Security related Certification and/or work experience in the fields of information security, information technology and/or cyber/criminal intelligence work is highly desired.

**NECESSARY SPECIAL REQUIREMENTS:**

Must possess and maintain a MULES Certification within one year of hire.

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Must be a United States citizen.

Must obtain a secret level Department of Homeland Security background/clearance or other federal background/clearance of equal security level.

**FLSA STATUS:** Partial-exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.