



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

**Title Code:** V08004

**Pay Range:** 30

### **POSITION SUMMARY:**

This is a professional, technical, and consultative position in the support and coordination of computer information technology services and activities as related to information security. An employee in this class provides technical expertise in computer systems analysis and design; database and/or network administration; systems programming; cybersecurity; and/or other computer information technology specialties in a mainframe, midrange, and/or microcomputer environment. An employee in this class will also provide information security expertise and guidance in all areas and platforms listed above. Work is generally focused in a primary technical specialty that may cross environments. Work includes conducting feasibility and impact studies of technology direction and providing recommendations. Duties may also include implementation of recommendations, project management, and/or provision of technical consultative services. This position will also perform security related audits, testing, and evaluations of information systems. Work is performed under general supervision; however, the employee is expected to exercise independence in the performance of assigned responsibilities.

### **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 security audits on information systems.

Provides technical expertise in computer systems analysis and design; database and/or network administration; systems programming; and/or other computer information technology specialties.

Reviews and updates cybersecurity policies, participates in the development of plans for emergencies, prepares and/or conducts cybersecurity awareness and training, reports, investigates, and takes corrective action for security audit findings, administers and oversees security systems such as access control, encryption, anti-virus, firewalls, etc.

Performs security testing and evaluations on information systems and products.

Provides guidance and training to other personnel.

Provides customer or technical support for systems of average to high complexity.

Provides support for both internal and external organizational computer systems.

Participates in computer systems disaster recovery plan maintenance and implementation.

Participates in computer systems management plan development, maintenance, and implementation.

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

**Title Code:** V08004

**Pay Range:** 30

Page 2

Assists in the research, review, recommendation, and preparation of requests for proposals and/or bid specifications for hardware and/or software purchases.

Designs, writes, maintains, documents, and tests complex computer programs and clearly defined segments of highly complex programs.

Defines computer system performance criteria and performs tuning of computer systems for optimum performance.

Supports applications that span multiple platforms.

Designs procedures for preserving data integrity.

Performs other related work as assigned.

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

Thorough knowledge of the principles of computer programming and systems analysis, design, testing, and documentation.

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

Thorough knowledge of or ability to learn the CJIS Security Policy.

Through knowledge of or ability to learn the MULES system as it relates to the technical connectivity and CJIS requirements.

Considerable knowledge of software reference libraries and related utility programs.

Considerable knowledge of computer security systems and procedures.

Considerable knowledge of computer networking and telecommunications.

Considerable knowledge of computer operating systems.

Considerable knowledge of database management systems.

Working knowledge of or ability to learn the agency's automated information systems.

Working knowledge of or ability to learn the agency's functions and their interrelationships.

Working knowledge of the principles of cost benefit analysis.

Working knowledge of the principles of project management.

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

**Title Code:** V08004

**Pay Range:** 30

Page 3

Working knowledge of the principles of disaster recovery.

Working knowledge of the procurement process.

Working knowledge of continuing trends and developments in computer hardware and software.

Working knowledge of various computer platforms.

Working knowledge of the information strategic planning process.

Working knowledge of the systems management process.

Working knowledge of the principals of information system audits and security testing.

Possess good organizational skills.

Possess research and analysis skills.

Ability to utilize project management tools.

Ability to prepare and interpret computer program documentation.

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

Ability to troubleshoot and resolve hardware and/or software problems.

Ability to train and assist less experienced personnel.

Ability to create and present materials for training programs.

Ability to operate basic office equipment as detailed in the description of duties.

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 work hours as assigned.

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

**Title Code:** V08004

**Pay Range:** 30

Page 4

**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 systems or related field and three years of work experience in the information systems field. Knowledge of all areas of information systems is needed such as networking, servers, end user support, databases, web and application development, and information security.

**NECESSARY SPECIAL REQUIREMENTS:**

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

Must be a United States citizen.

**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.