JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

IT Security Analyst I

Job Code: 10592

Salary Grade: 22

FLSA Status: Exempt

Job Family: Information Technology

Job Subfamily: IT Security

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Monitors the institution's IT security infrastructure and mitigates identified risks with some independence. Evaluates vulnerabilities, analyzes security incidents, and maintains security controls within established standards and procedures.

Job Responsibilities

1. Monitors security systems and filters suspicious activity across online and on-premises environments.
2. Evaluates vulnerabilities through testing and risk analyses on assigned systems.
3. Analyzes security incidents to identify root causes and recommend response updates.
4. Maintains security measures, policies, and controls within established frameworks.
5. Prepares reports on the efficacy of current security policies and incident responses.
6. Coordinates security plans and initiatives with external suppliers.
7. Delivers security awareness training to staff.
8. Monitors security access and maintains related data and records.
9. Installs and configures security software such as firewalls and data encryption programs to protect sensitive information.

Minimum Requirements

Required Education & Experience:

- Education: Bachelors Degree
- Experience: 3 years
- Will accept 4 years of directly related IT or technical experience in lieu of the Bachelor's degree, for a total of the stated experience plus 4 years.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Possesses solid working knowledge of professional principles, practices, standards, and applicable requirements.
- Communication & Collaboration: Builds productive internal/external relationships to resolve mutual problems via collaboration.
- Problem Solving: Diagnoses causes of problems and proposes potential solutions.
- Autonomy: Follows standard principles and guidelines with some latitude for personal decision making.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Varied indoor and outdoor environment with exposure to weather and potentially hazardous or emergency situations.
- Requires physical activity including standing, walking, and responding to incidents.
- May require shift, weekend, holiday, and on-call coverage.

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