OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Data Security Specialist

NEW

AUG 0 2 1987

MAJOR AGENCIES: County Offices, Universities

CODE: 64161C

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from deputy director or other administrative superior, plans & implements systems to assure security of data processing equipment & data; monitors operations of data processing division to provide security;

PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	37-43	Monitors operations of data processing division for physical & data security; analyzes operations to determine security needs arranges for installation & supervises operations of security equipment (e.g., video viewing equipment, sensor doors, pass systems automatic doors); recommends purchase of equipment.	Knowledge of (1) data processing equipment, programs & operations, (2) security equipment, (3) government structure & process*; ability to (4) define problems, collect data, establish facts & draw valid conclusions.
2	17-23	Conducts investigations necessary to determine approval or disapproval of dissemination of data stored in computers.	Knowledge of 1, 3*, (5) interviewing; ability to 4.
3	12-18	Controls access of individuals to computer room; initiates paperwork necessary for clearance of employees & others requiring access.	Knowledge of 1,2,3*, (6) office practices & procedures; ability to 4.
4	12-18	Provides information on data security systems, develops materials for presentation at meetings & seminars; speaks on security, privacy & related subjects.	Knowledge of 1,2,3*, (7) public relations; ability to 4, (8) prepare & deliver speeches.
5	7-13	Drafts, recommends & develops supportive testimony for legislation, develops new data security programs.	Knowledge of 1,2,3*,7; ability to 4.

(713)

123:1-7-17

*Developed after employment

USUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

IM ADM 4134

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