



---

**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 60121**

**DATA SECURITY SPECIALIST**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Data Security Specialist may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



---

## Summary of Essential Duties

The primary purpose of the Data Security Specialist position is to perform data security services tasks, data processing duties, and data documentation duties for the agency. This involves monitoring the agency's data security system, reviewing existing and proposed data protection procedures.

### Duties

Frequency: 45% +/- 15%

- I. Performs data security services tasks.

Frequency: 20% +/-5%

- II. Performs data processing duties, in accordance with federal, state and local requirements.

Frequency: 5% +/- 2%

- IV. Represents department in computer-related communications with other individuals, and acts as liaison between users and regulatory agencies.

Frequency: 5% +/-2%

- V. Performs computer equipment/system evaluation and maintenance duties.

Frequency: 5% +/-2%

- VI. Performs clerical duties.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
DATA SECURITY SPECIALIST**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	<p>Office practices and procedures pertaining to the computer unit;            Computer operations (e.g., CRIS-E);            Agency policies and procedures;            Data security practices and procedures;            Monitoring reports;            Administrative practices (i.e., employee activation and deactivation procedures);            Typing principles;            Word processing functions.</p>	<p>Computer operations;            Security functions;            Investigative practices;            Administrative duties;            Typing;            Word processing.</p>	<p>Monitor assigned Agency's data security system;            Investigate invalid transaction attempts;            Ensure that Security Agreements are signed by new employees and sent to Columbus;            Use computer system (e.g., CRIS-E) system to enter new employee information;            Deactivate terminated employees from computer system;            Handle contacts from outside agencies;            Prepare reports;            Comprehend written material;            Complete reports;            Extract information from various sources;            Work with others;            Give or exchange facts and routine information;            Maintain accurate records;            Arrange information numerically, alphabetically, and/or chronologically.</p>
II	<p>Office practices and procedures pertaining to the computer unit;            Data processing procedures (e.g., schedule data processing and assign beginning and ending dates to user profiles);            Administrative practices (e.g., review quality and quantity of input and output data , distribute output from computer runs and oversee parallel runs and the conversion of data );            Program development (e.g., develop systems for data processing activities);            Computer operations (e.g., mainframes);            Typing principles;            Word processing functions.</p>	<p>Data processing;            Administrative practices;            Computer operations;            Interpret results of tests based on previous experience and observations;            Typing;            Organization;            Word processing.</p>	<p>Perform data processing duties (e.g., schedule data processing and assign beginning and ending dates to user profiles);            Monitor all aspects of data processing (e.g., quality and quantity of input and output data, parallel runs, and the conversion of data.);            Develop systems to handle/control data processing activities;            Operate mainframe computer on production runs;            Report malfunctioning of equipment;            Prepare reports;            Develop data management systems;            Comprehend written material;            Complete reports;            Maintain accurate records;            Arrange information numerically, alphabetically, and/or chronologically.</p>
III	<p>State and Federal laws, rules, and regulations concerning audit criteria;            Documentation procedures (e.g., updating, tabulating and balancing records of documents);            Computer operations (e.g., update systems historical and procedural documentation, and log coded documents prior to data entry);            Typing principles;            Word processing functions.</p>	<p>Computer operations;            Documentation;            Writing;            Typing;            Word processing.</p>	<p>Perform documentation duties (updating, tabulating, and balancing records of documents);            Prepare documentation to satisfy State and Federal audit criteria;            Update systems historical and procedural documentation;            Log coded documents prior to data entry;            Maintain accurate records;            Write program documentation;            Monitor computer system;            Data management;            Write reports.</p>



<p><b>IV</b></p>	<p>Communication relation procedures (e.g., provide technical assistance to users and Programmers/Analysts, and act as a liaison to outside agencies);          Consulting functions (e.g., consult and work with management personnel in Federal agencies);          Coordinating activities;          Computer operations;          Office practices and procedures concerning the computer unit;          Typing principles;          Word processing functions.</p>	<p>Oral communication;          Coordinating activities;          Writing;          Advisory;          Typing;          Word processing.</p>	<p>Provide technical assistance to users and lower-level Programmers/Analysts;          Establish user contacts to define program needs and to resolve problems;          Act as account representative to user agencies for specific projects and act as Agency representative in meetings, conferences, and/or committees;          Advise management of technical requirements and advise Agency on data processing needs and functions;          Coordinate activities with other computer-related personnel;          Work with others;          Give or exchange facts and information with others;          Handle contacts with outside Agencies.</p>
<p><b>V</b></p>	<p>Computer cleaning and maintenance procedures;          Equipment evaluation practices;          Computer system and software;          Program testing.</p>	<p>Cleaning and maintenance of computer equipment;          Evaluating procedures.</p>	<p>Perform equipment/system evaluation and maintenance duties;          Clean and maintain equipment ;          Make recommendations for equipment and special hardware and software;          Assist higher-level Programmers/Analysts in program testing.</p>
<p><b>VI</b></p>	<p>Clerical operations;          Writing reports;          Local and State laws, rules, and regulations;          Fiscal management functions.</p>	<p>Typing;          Writing.</p>	<p>Input new overpayments and post all payments received on overpayments in computer system (e.g., CRIS-E);          Work all benefits recovery alerts;          Complete monthly food stamp reports and monthly/quarterly ADC reports.</p>



---

### **Minimum Qualifications**

- Completion of two years technical training in computer skills, data security tasks, hardware applications, and data processing procedures.
  
- Or completion of undergraduate major core coursework in computer science, information technology, or like academic field that included coursework in computer skills, data security, hardware applications and data processing procedures.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires no unusual physical demands. Most of the work is sedentary and performed in an office setting. The incumbent is required to lift paper or other office supplies which typically weigh less than five (5) pounds. The position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.