

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Data Security

SERIES NO.:

1238

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the data security occupation is to determine & provide for the security of the assigned agency's computerized data and physical access by utilizing software systems & manual control.

At the lowest level, employees ensure data security by controlling accessibility to data stored in computer files.

At the middle levels, employees develop & implement security controls for new &/or existing computer systems & establish hierarchy protection or handle all data security for personal computers & local area networks.

at the highest levels, employees supervise data security specialists &/or data security analysts in the development, implementation & monitoring of agency policies & procedures to ensure data security of systems that do not support other state agencies or agencies of another political jurisdiction, or direct development, analysis, implementation & monitoring of all data security for agency with systems that support multiple other state agencies or agencies of another political jurisdiction (i.e., county agencies) & supervise all data security specialists & data security analysts.

CLASS TITLE:

Data Security Specialist

CLASS NUMBER:

12380

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The entry level class works under general supervision & requires working knowledge of computer science & security measures & equipment in order to protect accessibility of data in computer files by implementing & monitoring data security systems.

CLASS TITLE:

Data Security Analyst 1

CLASS NUMBER:

12381

EFFECTIVE DATE:

08/04/96

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of electronic, computer science & systems analysis in order to work with systems development groups to define & implement security controls for new &/or existing computer systems & establish within security system utilized (e.g., Defender II, ACF2, Top Secret, RACF) hierarchy for protection of data bases within each new system.

CLASS TITLE:

Data Security Analyst 2

CLASS NUMBER:

12382

EFFECTIVE DATE:

08/04/96

CLASS CONCEPT:

The advanced level class works under general supervision & requires thorough knowledge of electronic data processing, computer science & systems analysis in order to develop & enforce all security policies & procedures for personal computers & local area networks.

CLASS TITLE:

Data Security Supervisor 1

CLASS NUMBER:

12385

EFFECTIVE DATE:

02/13/2000

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of electronic data processing, computer science & systems analysis in order to supervise data security specialists &/or data security analysts, assigned to one work unit, in agency whose systems do not support multiple other state agencies or agencies of another political jurisdiction (i.e., county agencies).

CLASS TITLE:

Data Security Supervisor 2

CLASS NUMBER:

12386

EFFECTIVE DATE:

11/25/2001

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of electronic data processing, computer science & systems analysis in order to supervise all data security specialists & data security analysts & direct analysis, development, implementation & monitoring of all data security for agency with systems that support multiple other state agencies or agencies of another political jurisdiction (i.e., county agencies).

CLASS TITLE: Data Security Specialist	CLASS NUMBER: 12380	BARGAINING UNIT: 014
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Implements & monitors data security systems (e.g., Defender II, ACF2, Top Secret, RACF) to control accessibility of data stored in computer files, assigns user passwords &/or identification numbers, resets passwords, establishes access levels, monitors system performance & serves as liaison with all of agency's systems (i.e., users can be employees of assigned agency or those of other state agencies or other political jurisdictions with access to systems).

Reviews security reports to discover unauthorized access; maintains security files of users, access levels &/or agreements; issues &/or revokes door access cards &/or identification cards; maintains door access lists & visitor logs; writes security violation reports; analyzes operations to determine security needs; arranges for installation of security equipment or software; reviews physical security plans; trains users in use of passwords & in access of computer data; reads technical manuals; operates computer terminal utilizing job control or report generating language (e.g., JCL, TSO, Control-M Keystroke Language) or word processor to create design specifications, test security measures & track tasks using management software packages.

MAJOR WORKER CHARACTERISTICS:

Knowledge of electronic data processing (e.g., equipment, computer files, programs & operations)/computer science; security equipment & security measures*. Skill in operation of computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; read & understand variety of technical material; communicate verbally & in writing on technical & non-technical matters; handle routine & sensitive inquiries from user community.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 courses or 12 mos. exp. in electronic data processing/computer science; 12 mos. trg. or 12 mos. exp. in computer hardware/software systems.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves operation of computer terminal for long periods of time; overtime may be required.

<u>CLASS TITLE:</u> Data Security Analyst 1	<u>CLASS NUMBER:</u> 12381	<u>BARGAINING UNIT:</u> 014
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EFFECTIVE DATE:

08/04/96

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Analyzes new & existing computer systems to determine appropriate access levels for resources & data files requiring protection by automated data security systems & formulates appropriate access profiles for each application, implements security controls for new & existing systems, monitors system performance & coordinates changes to security software hierarchy with systems development staff & works closely with project & systems development staff to ensure data security is addressed in system design.

Implements data security systems (e.g., Defender II, RACF, ACF2, Top Secret) to control accessibility of data stored in computer files, establishes access levels & monitors system performance; serves as liaison for users within &/or outside of agency; operates computer terminal utilizing job control or report generating language (e.g., JCL, TSO, Control-M Keystroke Language) or word processor; maintains security levels on existing computer systems; assists in coordinating state & federal data processing audits.

MAJOR WORKER CHARACTERISTICS:

Knowledge of electronic data processing (e.g., equipment, computer files, programs & operations); system design & analysis; security equipment & security measures (e.g., RACF, Defender II, ACF2, Top Secret). Skill in operation of computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; read & understand variety of technical material; communicate verbally & in writing on technical & non-technical matters; handle routine & sensitive inquiries from user community.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate degree program or undergraduate core coursework in computer science; 12 mos. trg. or 12 mos. exp. in computer data security either through systems development or controlling accessibility of data stored in computer files.

-Or 12 mos. exp. as Data Security Specialist, 12380.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves operation of computer terminal for long periods of time; overtime may be required.

<u>CLASS TITLE:</u> Data Security Analyst 2	<u>CLASS NUMBER:</u> 12382	<u>BARGAINING UNIT:</u> 014
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EFFECTIVE DATE:

08/04/96

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Develops & enforces security policy relative to access of agency's personal computers & local area networks (i.e., LAN), office automation, direct data processing & electronic mail functions, provides technical assistance to LAN users on personal computer security methods & meets with project/systems development staff to assure security issues are addressed in design phase.

Assists lower-level data security personnel in analysis of new systems & identifying security requirement of new system; coordinates state & federal data processing audits; oversees local area network administration throughout agency.

Directs implementation of data security systems (e.g., Defender II, ACF2, RACF, Top Secret) to control accessibility of data stored in computer files, establishment of access levels & monitoring of system performance; serves as liaison with users in & outside of agency; operates computer terminal utilizing job control or report generating language (e.g., JCL, TSO, Control-M Keystroke Language) or word processor.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; electronic data processing/computer science; microcomputers, minicomputer &/or mainframe application programs; computer hardware systems; system design & analysis; security equipment & security measures (e.g., RACF, Defender II, ACF2, Top Secret). Skill in operation of computer terminal. Ability to define problems, collect data, establish facts & draw valid conclusions; read & understand technical writing; communicate verbally & in writing on technical & non-technical matters; handle routine & sensitive inquiries from user community.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate degree program or undergraduate core coursework in computer science; 2 yrs. trg. or 2 yrs. exp. in data security, 12 mos. of which must have involved determining appropriate access levels for resources & data files requiring resource access control facility (RACF) protection & formulating appropriate access profiles for each application.

-Or 12 mos. exp. as Data Security Analyst 1, 12381.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Work involves operation of computer terminal for long periods of time; overtime may be required.

CLASS TITLE: Data Security Supervisor 1	CLASS NUMBER: 12385	BARGAINING UNIT: 022
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EFFECTIVE DATE:

02/13/2000

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In agency that does not have systems that support multiple other state agencies or agencies of another political jurisdiction (i.e., county agencies), supervises data security specialists &/or data security analysts assigned to one work unit, recommends staffing needs & selects personnel, assigns & reviews work, trains staff, establishes work priorities, develops & enforces unit policies & procedures & develops forms, charts &/or, tables for recording & reporting units activities.

Directs analysis of security issues for new & existing systems to determine appropriate security controls; participates in planning security enhancements; oversees development of security policies & procedures; evaluates agency's security needs & recommends ways to improve security; prepares written & oral reports for management on technical evaluations; oversees coordination of state & federal data processing audits.

Provides technical assistance to systems users & supervisory personnel regarding security procedures; contacts or meets with vendors regarding hardware/software security products or problems; operates computer terminal utilizing job control or report generating language (e.g., JCL, TSO, Control-M Keystroke Language) or word processor.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development; microcomputer, minicomputer &/or mainframe application programs; computer hardware systems; system design and analysis; security equipment & security measures (e.g., RACF, Defender II, ACF2, Top Secret). Skill in operation of computer terminal & peripheral computer equipment (e.g., printers). Ability to define problems, collect data, establish facts & draw valid conclusions; write concise & accurate computer documentation; read & interpret variety of technical material; establish & maintain friendly atmosphere as supervisor of work unit; handle sensitive & routine inquiries from user community & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate degree program or undergraduate core coursework in computer science; 24 mos. trg. or 24 mos. exp. in computer systems analysis, design & operations or data security involving determination of appropriate access levels for resources & data files requiring resource access control facility (RACF) protection & formulating appropriate access profiles for each application; 12 mos. trg. or 12 mos. exp. in computer project/program management or providing work direction & training to computer personnel engaged in data security or program analysis &/or design.

-Or 12 mos. exp. as Data Security Analyst 2, 12382.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Data Security Supervisor 2	CLASS NUMBER: 12386	BARGAINING UNIT: 022
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EFFECTIVE DATE:

11/25/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In agency with systems that supports multiple other state agencies or agencies in another political jurisdiction (i.e., counties), supervises all data security specialists & data security analysts, recommends staffing needs & selects personnel, assigns & reviews work, trains staff, establishes work priorities, develops & enforces policies & procedures & develops forms, charts &/or, tables for recording & reporting staff activities, & directs analysis of security issues for new & existing systems to determine appropriate security controls, participates in planning security enhancements, oversees development of security policies & procedures, evaluates agency's security needs & recommends ways to improve security, prepares written & oral reports for management on technical evaluations, & oversees coordination of state & federal data processing audits.

Provides technical assistance to systems users & supervisory personnel regarding security procedures; contacts or meets with vendors regarding hardware/software security products or problems; operates computer terminal utilizing job control or report generating language (e.g., JCL, TSO, Control-M Keystroke Language) or word processor.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development; microcomputer, minicomputer &/or mainframe application programs; computer hardware systems; system design and analysis; security equipment & security measures (e.g., RACF, Defender II, ACF2, Top Secret). Skill in operation of computer terminal & peripheral computer equipment (e.g., printers). Ability to define problems, collect data, establish facts & draw valid conclusions; write concise & accurate computer documentation; read & interpret variety of technical material; establish & maintain friendly atmosphere as supervisor of work unit; handle sensitive & routine inquiries from user community & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate degree program or undergraduate core coursework in computer science; 24 mos. trg. or 24 mos. exp. in computer systems analysis, design & operations or data security involving determination of appropriate access levels for resources & data files requiring resource access control facility (RACF) protection & formulating appropriate access profiles for each application; 12 mos. trg. or 12 mos. exp. in computer project/program management or providing work direction & training to computer personnel engaged in data security or program analysis &/or design.

-Or 12 mos. exp. as Data Security Analyst 2, 12382.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.