

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> DATA SECURITY	<u>SERIES NO.:</u> 1238
	<u>MAJOR AGENCIES:</u> AUDITOR OF STATE ONLY	<u>EFFECT. DATE:</u> <u>NEW EFF. DATE:</u> 01/10/1999

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 HIGHER 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.

CLASS TITLE:
DATA SECURITY SPECIALIST

CLASS NUMBER:
12380

EFFECTIVE DATE:
01/10/1999

NEW EFFECTIVE DATE:

CLASS CONCEPT:

THE ENTRY LEVEL CLASS WORKS UNDER GENERAL SUPERVISION & REQUIRES WORKING KNOWLEDGE OF COMPUTER SCIENCE & SECURITY MEASURES & EQUIPMENT IN ORDER TO PROTECT ACCESSABILITY OF DATA IN COMPUTER FILES BY IMPLEMENTING & MONITORING DATA SECURITY SYSTEMS.

CLASS TITLE:
DATA SECURITY ANALYST 1

CLASS NUMBER:
12381

EFFECTIVE DATE:
01/10/1999

NEW EFFECTIVE DATE:

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:
01/10/1999

NEW EFFECTIVE DATE:

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 SPECIALIST	CLASS NO.: 12380	BARG. UNITS: 051
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EFFECTIVE DATE:

01/10/1999

NEW EFFECTIVE DATE:

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 ACCESSABILITY 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.

CLASS TITLE: DATA SECURITY ANALYST 1	CLASS NO.: 12381	BARG. UNITS: 051
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EFFECTIVE DATE:

01/10/1999

NEW EFFECTIVE DATE:

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.

CLASS TITLE: DATA SECURITY ANALYST 2	CLASS NO.: 12382	BARG. UNITS: 051
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EFFECTIVE DATE:

01/10/1999

NEW EFFECTIVE DATE:

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.