

Job Title: **Infosecurity Engineer I**
Job Family: **IT Administrative**
Pay Program: **Administrative**
Typical Work Year: **12 months**

Job Code: **103904**
FLSA Status: **Ex- C**
Pay Range: **L04**

SUMMARY: The InfoSecurity Engineer I plays a crucial role in ensuring the cybersecurity posture of the District. This position encompasses various responsibilities including monitoring and maintaining operational resilience, security analytics, threat assessment, forensics, and incident response activities. Working in close collaboration with the InfoSec team and other members of IT, assists in risk evaluation of new technology rollouts promptly escalating any security concerns to senior IT personnel for resolution. With a strong emphasis on customer service, the InfoSec Engineer I maintains effective communications to maintain processes, procedures, and policies for District technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Participate in the assessment of new technologies for potential security risks and benefits, providing critical input to decision-making processes.	D	45%
2. Assist in the development and implementation of user awareness programs to educate staff and students on cybersecurity best practices.	D	15%
3. Ensure the continuous operation, maintenance, and defense of the District's cybersecurity infrastructure, including monitoring for threats, responding to incidents, and conducting routine maintenance tasks.	D	15%
4. Generate reports on security incidents, vulnerabilities, and threat landscapes. Communicate security updates effectively to senior IT personnel and stakeholders to maintain transparency in cybersecurity operations.	D	5%
5. Research emerging cybersecurity threats and technologies, identifying potential risks and innovative solutions.	D	5%
6. Collaborate with key teams to provide high-quality technical configurations, uphold industry best practices, and demonstrate professionalism in all cybersecurity operations.	D	5%
7. Efficiently manage and respond to customer-generated cybersecurity tickets and service requests, addressing inquiries, incidents, and issues in a timely manner, while offering courteous and professional support to end-users.	D	5%
8. Perform other duties as assigned.	D	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associates degree in information systems or a related field. Two years of similar and relevant experience may be substituted for this requirement.
- Zero to two years of experience in IT operations and support.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Preference for candidates with current certifications relevant to cybersecurity such as Security+, CySA+, or other relevant certifications

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Security and Compliance
 - Apply an understanding of enterprise-class cybersecurity technologies to ensure the security of District equipment and user devices.
 - Utilize key cybersecurity technologies such as Security Information and Event Management (SIEM) systems, host-based firewalls, end-point protection, and alert systems to enhance the District's security posture.
 - Conduct risk analysis and implement mitigation strategies for technologies including system and desktop virtualization, applications, portal services, infrastructure services, cloud services, and remote/mobile computing.
 - Provide basic support for web portals, data systems, cloud environments, and web applications, including platforms like Google Sites.
 - Manage secure authentication services using Single Sign-On (SSO), Security Assertion Markup Language (SAML), and Lightweight Directory Access Protocol (LDAP) to enhance user access security.
 - Contribute to the security design and testing of server and service integration, internal and external cloud provisioning, and security configurations.
 - Utilize various software tools for communication, collaboration, project management, technical monitoring, troubleshooting, and technical design to support security initiatives.
- General Administrative and Technical Skills and Abilities:
 - Participate in on-call rotation if required, responding to urgent issues during off hours.
 - Communicate effectively with both technical and non-technical personnel to coordinating activities and deliver clear technical solutions.
 - Work collaboratively with diverse groups, fostering an inclusive environment that respects differences in culture and background.
 - Uphold confidentiality across all job functions, particularly when dealing with sensitive information.
 - Stay informed of District policies, standards, and training related to data quality, privacy, and cybersecurity, ensuring compliance with relevant guidelines for student and staff data.
 - Adhere to Board of Education and Superintendent Policies, as well as department and building procedures.
 - Recognize workplace safety as a priority, following safety protocols, using appropriate safety equipment, and reporting unsafe conditions to supervisors.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Infosecurity Manager	130903

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- N/A

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers to handle or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills			X	
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	