

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

ENGINEER V - SECURITY AND COMPLIANCE

FLSA STATUS: NON-EXEMPT – PAY GRADE: 25 - P

JOB FAMILY: INFORMATION TECHNOLOGY – JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Engineer V - Security & Compliance is responsible for ensuring the security and integrity of data, data systems, and data networks across the entire College. This role will be responsible for day-to-day operations of the in-place security solutions along with the identification, investigation and resolution of security breaches detected by those systems. This position will proactively work with departments to implement practices that meet defined policies and standards for information security. This position will oversee a variety of IT related risk management activities. A key element of the security role is working with the Chief Information Officer (CIO) to determine acceptable levels of risk for the College.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serves as the process owner of all assurance activities related to the availability, integrity and confidentiality of all the College's business information in compliance with the organization's information technology policies and standards.

Develops, implements, and monitors a strategic, comprehensive enterprise information security and IT risk management program to ensure that the integrity, confidentiality and availability of information is owned, controlled or processed by the College.

Provides regular reporting on the status of the information security program to the Chief Information Officer (CIO).

Facilitates information security governance through the implementation of a hierarchical governance program, including the formation of an information security steering committee or advisory board.

Develops, maintains and publishes up-to-date information security policies, standards and guidelines.

Keep abreast of the latest global laws, standards and regulations that affect Higher Education.

Oversees the approval, training, and dissemination of security policies and practices.

Manages information security and risk management awareness training programs for all employees and approved system users.

Creates, communicates and implements a risk-based process for vendor risk management, including the assessment and treatment for risks that may result from partners, consultants and other service providers. Develops and manages information security budgets and monitors them for variances.

Manages security incidents and events to protect the College's IT assets, including intellectual property, regulated data and the College's reputation. Monitors the exterior threat environment for emerging threats and advise relevant stakeholders on the appropriate course of action.

Defines and facilitates the information security risk assessment and audit process, including the reporting and oversight of treatment efforts to address negative findings.

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Creates a framework for roles and responsibilities with regard to information ownership, classification, accountability and protection. Develops and enhances an information security management framework based on the following: ITIL, COBIT/Risk IT and National Institute of Standards and Technology (NIST) Cybersecurity Framework.

Liaison with external agencies, such as law enforcement and other advisory bodies as necessary, to ensure that the College maintains a strong security posture.

Develops and oversees effective disaster recovery practices and standards to align with enterprise business continuity management program goals. Coordinates the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event. Provides direction, support and in-house consulting in these areas.

Facilitates a metrics and reporting framework to measure the efficiency and effectiveness of the program, facilitate appropriate resource allocation, and increase the maturity of the security.

Understands and interacts through committees to ensure the consistent application of policies and standards across all technology projects, systems and services, including but not limited to, privacy, risk management, compliance and business continuity management.

Experienced in project management skills and dealing with relevant legal and regulatory requirements. Ability to lead and motivate cross-functional interdisciplinary teams to achieve strategic goals.

Performs related duties and fulfills responsibilities as required.

SUPERVISION RECEIVED

Supervision is received from supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

An associate's degree in a related field from an accredited institution and two (2) years of related experience.

PREFERRED QUALIFICATIONS

A bachelor's degree from an accredited institution with five (5) years of directly related experience and thorough knowledge of the area of specialty.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

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TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking - expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: