 **Security Analyst III P73 Standard Job Description**

**Classification Title:** Security Analyst III P73

**FLSA Exemption Status:** Exempt

**Pay Grade:** 73

**Job Description Summary:**

The Security Analyst III P73, under general direction, serves as technical lead for information technology (IT) security analysis projects or services. Provides technical oversight for the application of and compliance with technical standards. Coordinates the technical activities of an IT security analysis team. Completes reports and summaries for management and users including project status reports, problem reports, and progress summaries.

**Essential Duties and Tasks:**

**40% Security Analysis**

* ​​​Leads the enforcement, auditing, and consultation on the appropriate application of security policies and procedures.
* Leads the administration and monitoring of data security on various platforms, conducts audits, reviews security violation reports, and investigates security exceptions.
* Conducts and reports on internal investigations of possible security violations.
* Reviews the accuracy of documentation and logs of information security incidents, responses, plans, methods, and procedures.
* Develops risk analysis scenarios and response procedures.

**20% Solutions Engineering**

* ​​​Leads development and management of data, system, and network security architecture.
* Leads the implementation of new technology deployments and integration testing.
* Independently evaluates security products, services, and procedures to enhance productivity and effectiveness.
* Leads projects in developing work plans and time schedules, including outlining phases and identifying personnel and computing equipment requirements.

**20% Strategic Collaboration & Partnerships**

* ​​​Partners enterprise stakeholders to coordinate the development of specifications within service-based solutions.
* Serves as a lead resource for other teams or organizations.
* Advises junior security analysts, technical staff, policy administrators, and clients on the integrity of security procedures, systems, and policies in the design of systems and facilities.

**10% Documentation**

* ​Leads the development of standard operating procedures.
* Oversees documentation provided to partner support teams, customers, stakeholders, and vendors.
* Leads the creation and maintenance of documentation for technologies, including installation, configuration, and appropriate troubleshooting steps.

**10% Professional Development**

* ​​​Participates in training, professional development sessions, and continual and ongoing training and exploration into new technologies.​​

**Qualifications**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of security analysis or development experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to analyze and solve complex problems.
* Excellent written communication, interpersonal, and organizational skills.

**Preferred Qualifications:**

* Knowledge of security best practices and ability to conduct risk assessments, audits, and tests
* Knowledge of security tools like SIEMs, firewalls, vulnerability scanners, and intrusion detection systems
* Ability to identify security incidents, anomalies, and vulnerabilities
* Understanding of frameworks like ISO 27001, NIST CSF, NIST 800-53 and 800-171, CIS controls, etc
* Familiarity with regulatory frameworks such as HIPAA, FERPA, GLBA, TAC 202, TGC 2054, etc
* Scripting experience of some kind (Python, Bash, Powershell, etc)
* The ideal candidate will have a blend of hands-on technical expertise, knowledge of security frameworks and policies, and analytical thinking. Soft skills like communication, collaboration, and the ability to translate technical details for non-technical audiences are also key for this role.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* Hiring restrictions in compliance with System Policy 15.02 Export Controls: Must be a United States citizen, permanent resident, or a person granted asylum or refugee status in accordance with 15 CFR, Part 762; 22 CFR §§122.5, 123.22 and 123.26; and 31 CFR § 501.601.
* This role may require working outside of standard office hours, including evenings, weekends, and holidays, to support the demands of technology services and ensure the seamless operation of essential systems.
* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**