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# Example of Information Assurance Analyst Job Description

Our growing company is looking for an information assurance analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for information assurance analyst

* Ensure information systems security and application security policies and procedures (Security Technical Implementation Guides [STIG], Information Assurance Vulnerability Management [IAVM], and Federal Information, Security Management Act [FISMA]) are followed
* Review and maintain Systems of Records Notices (SORNs)
* Develop and lead the software system testing process, resources, programming, projects and documentation
* Follow departmental policies and standard operating procedures, as needed, to effectively execute the principles and responsibilities of software quality assurance
* Responsible for assuring that output from the software Testing process includes adequate identification and interpretation of product requirements, such as a) traceability requirements, b) test requirements, c) usability
* Assist in generation of use cases to ensure that all functional requirements of a system are captured during the product design phase
* Define test methods and create test plans for new or updated software projects to determine if the software will perform accurately and reliably according to documented requirements established standards under both normal and abnormal conditions
* Recommend test design improvements or corrections to engineers throughout the testing process
* Maintain effective communication with the project software engineers on project limitation, capability, performance requirement
* Conduct compatibility tests with vendor

## Qualifications for information assurance analyst

* Knowledge of DHS Organizations and Policies
* Background in vulnerability review and inventory management
* Secret Clearance, DHS Suitability preferred
* Bachelor’s degree in Computer Science or equivalent experience (demonstrated experience and computer systems/software certifications may substitute for a professional degree.)
* At least 3 years of current experience with computer systems architecture, networking, database management, and computer systems languages and protocols
* Certificated in encryption devices (KG 235s,KG 175s