Downloaded from <https://www.velvetjobs.com/job-descriptions/information-systems-security-analyst>

# Example of Information Systems Security Analyst Job Description

Our company is searching for experienced candidates for the position of information systems security analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for information systems security analyst

* Keeps abreast of current security technologies and facilities (e.g., security products, network and anti-malware technologies) as they become available, and educates peers with knowledge obtained
* Provides SIRT (Security Incident Response Team) problem resolution assistance and will coordinate investigation and resolution of security incidents
* Works closely with information security staff to monitor, assess, update and improve plans and programs
* Coordinates responses to information security incidents, internal and external audits, and departmental and corporate exercises and drills
* Creates, manages and maintains Information Technology department staff security awareness
* Collaborates with IT leadership, Risk Management and Public Safety to manage information security vulnerabilities
* Conduct periodic reviews of ISs to ensure compliance with the security authorization package
* Serve as member of the Configuration Control Board (CCB)
* Coordinate any changes or modifications to hardware, software, or firmware of a system with the ISSM prior to the change
* Ensure audit records are protected, collected and reviewed

## Qualifications for information systems security analyst

* Ability to produce quality deliverables and to complete assigned projects on time
* Consistent attention to detail - completes tasks per standard operating procedures
* Persistent and creative problem solver - strong troubleshooting skills and determined to find solutions to technical problems
* Strong work ethic and a proven professional - respectful, dependable, takes initiative and follows through, dedicated to excellence and getting the job done
* Current SECRET (or higher) DoD Security Clearance
* Current DoD 8570 Baseline Certification (Security+ CE, CAP, GSLC, CASP CE, CISA, CISM, or CISSP)