



# Example of Info Security Analyst Job Description

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Our company is searching for experienced candidates for the position of info 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 info security analyst

- Assist with the implementation and monitoring of complex security projects in support of company business units while upholding and complying with established corporate policies and procedures
  - Perform day-to-day SIEM (security information event monitoring), correlation and investigation of security events
  - Review Vulnerability Assessment reports of all company devices
  - Provide the first line of response to an incident using a predefined process and methodology
  - Develop the processes and methodology for Incident Handling in conjunction with the other Information Security Groups, provide training and yearly exercises for incident response
  - Work with other groups to ensure base security metrics are being met
  - Process abuse inbox emails (spam, phishing)
  - Aid in maturing an Enterprise-impacting security awareness program including internal customer surveys, scope refinement, business case documentation, program key control objectives, stakeholder communications, and metrics
  - Lead cross-functional/cross-organizational projects and/or pilots to support security awareness program initiatives
  - Establish and maintain internal relationships third parties as necessary to support the security awareness program
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- Knowledge and skill in incident management, response, analysis, and reporting
- Ability to conduct Information Systems vulnerability assessment, risk mitigation, and Plan of Action and Milestone (POA&M) development and tracking
- Network/data center operations
- Currently holding a DOE Q-level or Top Secret security clearance
- Currently holding Security+
- Working knowledge of networking technology and protocols