Example of Information Systems Security Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of information systems security analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for information systems security analyst

- Communicate and enforce security policies, procedures and safeguards for all systems and staff, based upon DOJ, FBI, and NIST
- Perform business impact assessments when evaluating platform upgrades and/or new business requirements
- Participates in defining acceptance and testing criteria, develops and performs test plans to validate application functionality meets business and technical requirements
- Provide assistance to the Project Manager with estimating and scheduling of activities
- Develop, improve, and deploy management reporting and enterprise portal functions
- Develop and perform various balance and control activities over interfaces, extracts and data flows
- Engage with new and existing stakeholders/interested parties to demonstrate the product's capabilities, including applications and questionnaires
- Assist with the development of training materials, business procedures, and other required documentation
- Coordinate with business and system continuity coordinators to maintain and test recovery plans

Qualifications for information systems security analyst

- Understanding of Role Based Access Control (RBAC) preferred
- Quest products Active Roles Server, Change Auditor, Recovery Manager for AD, etc preferred
- At least 4-5 years of Enterprise Windows experience with a security focus
- Or 12 Years with Masters
- Knowledge of core security tool concepts (IDS, SIEM, Firewalls, Vulnerability Assessment tools, configurations compliance,) and ability to analyze technical outputs and recommend process improvements at an enterprise level
- Industry certifications relating to IT security required (CISSP, GIAC, CEH, TNCP)