

Security Analyst

JOB SUMMARY/OBJECTIVES:

The Security Analyst is responsible for monitoring, analyzing and responding to incidents; executing incident response plans, preparing incident reports; communicating findings to management; evaluating security technologies to support cutting edge security monitoring and response; working closely with all departments to ensure policies and procedures are in effectively implemented and utilized. This position reports directly to the Director of Infrastructure and Security.

ESSENTIAL FUNCTIONS:

- Provide computer system audits to ensure the highest level of security and data protection
- Execute the performance of security scans to evaluate effectiveness of security provisions
- Maintain up-to-date knowledge on current security practices and tools
- Maintain current documentation of the company policy regarding security, including analysis and cost reduction opportunities
- Participate and assist in SOC 2 Type 2 audits
- Investigate potential security violations and breaches and provide recommendations to management
- Research regulations by way of bulletins and other sources of information to maintain compliance
- Ensure appropriate departments are aware of new regulation requirements
- Coordinate and host third-party audits as required
- Compile reports as needed detailing current operational status of security measures utilized by company
- Coordinate testing and updates of the Business Continuity Plan
- Manage physical security controls including cameras, access cards and ID badges
- Analyze and interpret system logs, recognize and resolve potential issues.
- Perform additional job-related duties as requested.

TECHNOLOGY USED:

- JIRA
- Microsoft Office Suite, including Excel VisiFI applications as required
- Elastic search
- Data Loss Prevention
- File Integrity Monitoring

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KNOWLEDGE, ABILITY AND SKILLS:

This position requires strong troubleshooting skills, technical knowledge, proficient communication skills and the ability to work on multiple projects.

- Payment Card Industry Data Security Standard (PCI/DSS) preferred
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Knowledge of security procedures and protocol and current best practice
- Ability to use sound judgment and decision making
- Ability to directly interact with clients
- Excellent oral and written communication skills
- Ability to analyze and interpret data
- Flexibility and the ability to handle multiple tasks simultaneously in an ever-changing environment
- Experience in Systems Administration a plus
- Experience in Network Administration and Troubleshooting a plus

COMPETENCIES:

- **Troubleshooting**-identifying and resolving issues in a timely manner; gathering and analyzing information skillfully; developing alternative solutions; working well in a group problem solving situation.
- **Active Listening**- Giving full attention to what others are saying, understanding the issue(s), asking appropriate questions and not interrupting.
- **Business Acumen**- Consistently exercises sound judgment; uses insight to make difficult decisions; ability to effectively communicate across all areas of the organization; forward thinking.
- **Time Management**- Ability to prioritize work items.
- **Analytical**- Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures
- **Judgement**- Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains reasoning for decisions; includes appropriate people in decision making process; makes timely decisions.
- **Adaptability** – Adapting to changes in the work environment; managing competing demands; changing approach to best fit the situation; dealing with frequent change, delays or unexpected events.
- **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

WORK ENVIRONMENT:

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions. Occasional travel for this position.

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PHYSICAL DEMANDS:

Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parts, etc.

COMPENSABLE QUALIFICATIONS:

Bachelor's degree in Computer Science, Information Technology or related field required with a minimum of one to two years of related experience and/or training, or equivalent combination of education and experience. CompTIA Security+ required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.