



Network/Security Analyst

JOB SUMMARY/OBJECTIVES:

The Network/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

- Create and analyze security policies and procedures to determine weakness in infrastructure security and complete a thorough audit of existing measures.
- Monitor network traffic as an intrusion prevention specialist to detect possible threats and respond to threats immediately as they occur.
- Configure network devices and create policy to increase security.
- Monitor security system alert to detect possible threats and respond to threats immediately as they occur.
- Managing in full autonomously way the security training for all employees utilizing the Knowbe4 platform
- Minimize negative impact of security breach by shifting security measures for future prevention and creating information assurance and firewalls.

Technology/Software Used:

JIRA
Microsoft Office Suite, including Excel
VisiFI applications as required
Elastic search
Data Loss Prevention
File Integrity Monitoring
RAPID7
Crowdstrike

KNOWLEDGE, ABILITY AND SKILLS:

- Good knowledge of networking (protocols and firewalls)
- Thorough understanding of application programming security
- Thorough understanding of phishing attack and prevention systems.
- Rapid7 security knowledge preferred.
- Experience in managing firewalls and networks.
- Preferred knowledge of CISCO and CISCO Firepower
- Experience in Unix/Linux systems
- Working knowledge of CompTIA Network+ to ensure skills in configuring networks as well as designing and troubleshooting.
- Demonstrated ability to work independently as well as working with a global team to prioritize tasks and participate in the improvement and maintenance of an efficient security organization.



Network/Security Analyst

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:

VisiFI manages an agile workforce comprising of remote work combined with work in an office environment. The position involves everyday risks or discomforts which require normal safety precautions. Occasional travel may be required for this position.

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+ or other Security certification(s) strongly preferred.

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.

Employee signature below constitutes employee's understanding and agreement of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Witness _____ Date _____