

# University of Virginia

## Job Summary

<b>Job Code:</b>	<b>Job Title:</b>	Data Security Analyst
<b>UVA Survey Code:</b>	<b>UVA Survey Code Title:</b>	
<b>Pay Band:</b>	<b>Career Path:</b>	IT Support
<b>FLSA Status:</b>	<b>Management or Individual Contributor:</b>	Individual Contributor

**Position Summary:** Describe below the primary purpose and function of this job

Perform procedures to ensure the security of IT assets and protect systems from intentional or inadvertent access or destruction. Monitor, evaluate, and maintain systems and procedures to protect data systems and databases from unauthorized users. Identify potential threats and respond to reported security violations. Determine causes of security violations and recommend corrective actions to ensure data security. Research, recommend, and implement changes to procedures and systems to enhance data systems security. Communicate security procedures to users.

**Key Roles & Responsibilities:** List up to 6 key roles and responsibilities of this job.

1. Maintain systems security subsystems, policies and procedures which control and facilitate end user access to corporate information systems. Provide daily and ongoing systems security administration and support. Ensure the system security subsystems remain functional, current and organized.
2. Process security requests; screen, evaluate and resolve basic user issues and problems related to access and usage of corporate systems, space, data and services; troubleshoot problems and research solutions to a variety of user security issues associated with these requests.
3. Monitor and analyze online user activity; use security tools to identify potential threats to corporate systems and data; determines causes of security violations and responds appropriately to users; review security data to identify patterns and trends which deviate from the norm.
4. Provide appropriate information to management; offer perspective and insight on complicated and detailed user activity and issues; report all violations data and related actions with evidence to management; report on status of user activity; regularly write status report including highlights of current activities, violations, security tasks and projects.
5. Demonstrate a thorough understanding of internal and external corporate security policies and procedures; provide input and assist in developing security policies and procedures; act as a consultant by providing input and guidance regarding security policy to staff and end-users.
6. Maintain technical and security expertise, stay current with industry developments and security research, trends and new products and technological advances; continue security/platform education with approved classes and seminars as available.

**Expertise:** Describe the requirement for knowledge and expertise about the subject area as well as how various parts of the University work together to achieve objectives. Explain the degree of understanding required of the industry and university environment.

Incumbent is required to have an in-depth understanding of his/her discipline including all required certifications as well as an in-depth understanding of the business environment of a large university system. Incumbent must demonstrate an understanding of the University system, its policies, and its operating procedures. Incumbent is expected to maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.

Incumbent must have a broad knowledge of multiple computing languages and programming functions as well as standard security tools and methodologies. Incumbent must have excellent project management and analytical skills.

**Problem Solving:** Describe the nature and complexity of the problems this position encounters on a recurring basis. Include information regarding the level of innovation required, if any, and include mention of environmental factors that may add to the complexity of resolving issues.

Incumbent will address complex problems and will use experience and judgment in selecting among authorized procedures. Incumbent seeks assistance when significant deviations are proposed, or when unprecedented problems arise. Incumbent assists senior staff in developing approaches to problem-solving and anticipating issues.

## University of Virginia Job Summary

**Nature & Area of Impact:** To what degree does this job affect the University (i.e., through interactions with faculty or students, making decisions, defining or setting strategy, etc.)? What is the breadth of the impact that this job has, either positive or negative (i.e., affects own team, department, function, business unit, entire university, etc.)?

Impact is felt within the team/department for which the incumbent works and may be felt within multiple, coordinating departments. Work quality, decision-making and long-term project management can affect the productivity of students, faculty and/or staff. Impact of errors can be substantial and/or university-wide.

**Interactions / Interpersonal Skills:** Describe the nature and level of interactions this job has with others, both internally and externally. Explain any specific interpersonal skills necessary to successfully perform this role (i.e., negotiation skills, represents business at external events or to governmental bodies, etc.).

Interactions are with fellow team members and coordinating team members, but the incumbent will also have interactions with assigned student, faculty, or staff clients. Incumbent works with external vendors or service providers. Incumbent should possess good verbal and written communication skills to convey technical guidance and information to users and to provide excellent customer service. Incumbent will train and provide guidance to more junior staff members.

### Distinguishing Characteristics

N/A

**Job Requirements And Qualifications:** Indicate the minimum and preferred education and experience for this job and any licenses and certifications required.

<b>Minimum Education:</b>	Bachelor's degree or equivalent experience in Computer Science, MIS, Computer Engineering or related discipline.	<b>Preferred Education:</b>	Bachelor's degree in Computer Science, MIS, Computer Engineering or related discipline.
<b>Minimum Experience:</b>	3-5 years	<b>Preferred Experience:</b>	5-7 years

**Required Licenses/Certifications:**