



Job Description

Working Title: Information Security Analyst Senior	Job Code: S10047	Reports To: Chief Information Security Officer
Job Code Descr: Information Security Analyst Senior	Position Number/s: SRV000000614	
Division/s: Support - IT	Department Name/s: Information Security Unit	Law Enforcement: No
Pay Schedule/Grade: AREG 24	FLSA Status: Exempt	EEO Class: Technician
Prepared By: S Wallace / J Brown	Approved By: J Brown	Last Update: 10/28/24

Position Summary:

This position is responsible for the security of the systems owned and managed by the Arizona Department of Revenue (ADOR) and for the incident response and inspections of vendor systems that provide services with ADOR's protected information. This position directly supports the ADOR development team in developing secure software by guiding and helping the development teams to enhance the Software Development Lifecycle (SDLC) process and shift-left on security, thereby rapidly moving our organization towards a true DevSecOps model.

Supervision:

This position does not have direct reports.

Essential Functions:	% of Time	Essential/ Non-essential
<u>System Security Analysis, Action and Reporting</u> <ul style="list-style-type: none"> Contributes to improving ADOR's software development lifecycle by partnering with the Development teams to retrofit the CI/CD process with automated tools for static code and dynamic analysis. Conducts daily traffic analysis, identifies and characterizes incidents Generates incident reports, and investigates suspicious network activity Processes, documents, and coordinates resolution of trouble calls with help desk Validates software patches, security fixes, and tests and validates modified system configurations and vulnerability remediation 	40%	E 1, 2, 3, 4, 5
<u>Incident Response & Service Delivery</u> <ul style="list-style-type: none"> Responds promptly to customer needs taking a customer-centric approach to service and problem solving Solicits customer feedback to improve service Responds to requests for service and assistance and is self-accountable to meet commitments 	35%	E 1, 2, 3, 4, 5
<u>Agency/Department Compliance & Continuous Improvement</u> <ul style="list-style-type: none"> Remains current on all laws, regulations, policies, and best practices related to taxation through regular engagement in activities such as: self-directed research, conferring with other practitioners and technical experts; subscriptions to regulatory/legal/industry newsletters and briefs; membership industry associations and attendance at meetings/events; and or participation in training and others continuing education opportunities. 	20%	E 1, 2, 3, ,5



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<ul style="list-style-type: none"> ● Actively contributes to team and individual effectiveness through the following: - <ul style="list-style-type: none"> ○ Attends staff meetings and huddles of work unit or district; and may cascade and track information as indicated ○ Completes all required training in a timely manner. ○ Participates in assigned work teams as appropriate. ○ May complete periodic metrics, projects, huddle boards and reports as requested. ○ Prepares for and actively participates in 1:1 coaching with supervisor ● Maximizes work processes and deliverables through lean principles within the Arizona Management System (AMS); and provides recommendations for process improvement, and engages in continuous improvement efforts as assigned. 		
Other duties as assigned	5%	NE

Requirements

Education & Experience

- Any combination that meets the knowledge, skills and abilities (KSA); typical ways KSAs are obtained may include but are not limited to: a relevant degree from an accredited college or university such as Bachelor’s Degree (e.g., B.A.), training, coursework, and work experience relevant to the assignment.
- Minimum of three years’ experience in information security analysis or equivalent

Licenses & Certifications

None

Knowledge/Understanding

- Working knowledge of information security technologies and best practices in the areas of risk assessment, compliance and vulnerability management

Skills

- Effective verbal, written, and listening communication skills
- Effective organization and time management skills with the ability to make measurable progress on multiple tasks, assignments and projects simultaneously and work in high-pressure situations
- Effective interpersonal skills and demeanor
- Proficient in the use of a PC in a Windows environment; in the use of the Internet; in the use of MS Office Applications such as Outlook, Word and Excel, PowerPoint; and in the use of Google Suite applications such as Gmail, Sheets, Docs, and Drive.
- Proficient with vulnerability management tools such as, but not limited to, Tenable/Nessus, Veracode, Rapid7, Qualys, or similar.

Abilities

- Ability to clear a comprehensive background and clearance process that includes an Arizona tax compliance verification, and a criminal background check through the FBI via level one fingerprint clearance through the Arizona Department of Public Safety
- Ability to perform general security/audit functions
- Ability to develop and write technical documentation
- Ability to work both independently and collaboratively as part of a team



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- Ability to work in a confidential manner, ensuring information is shared with internal and external individuals in an appropriate manner
- Ability to understand and solve problems by applying intermediate analytical skills to include collecting all the relevant information and data needed to address the problem; organizing, classifying and synthesizing the data into fundamental issues; from the information, identifying the most probable causes of the problem; reducing the information down into manageable components; identifying the logical outcomes from the analyses of the data collected; and, identifying the options and solutions for addressing the problems analyzed.
- Willingness and ability to embody ADOR's core values of Do the Right Thing, Commit to Excellence, and Care About One Another

Additional Job Demands

- In the course of performing the essential duties one must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- No substantial exposure to adverse environmental conditions (such as in typical office or administrative work.)

Selective Preferences

- Certified Information Systems Auditor
- Degree in information technology or related field
- Previous experience with Continuous Improvement/Lean