Pittsburgh State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT:  OFFICE OF INFORMATION SERVICES
COLLEGE/DIVISION:  PRESIDENT'S OFFICE

INSTRUCTIONS:
1. Save this word file with a unique name, such as the position title plus the position number plus the month and year the document is created (e.g. "Admit Asst Dir #274 - March 2011.doc")
2. Complete the Position Description (PD) Form. If this is an existing position, refer to the GUS Position Inventory data for current position data. Instructions for completing the form are found on the HRS web page (www.pittstate.edu/office/hr/index.dot); then Policies & Procedures; then Unclassified Employees; then Position Descriptions. Additional information to help with writing duty statements, competencies, and other position characteristics or requirements can be found at O'Net Online (http://online.onetcenter.org).
3. Attach the Word file of the completed position description to the position in the GUS Position Inventory.
4. Print the completed Position Description Form. Attach a current organizational chart. Route for additional signatures, if required by the division.
5. Send the signed position description to HRS, 204 Russ Hall, for review.
6. HRS & Equal Opportunity will review the Position Description. They will upload to the GUS Position Inventory a pdf copy of the final Position Description with signatures and organization chart.
7. The employee will have access to the pdf Position Description through GUS. Supervisors should review the final Position Description with the employee.

This space is for HRS & Equal Opportunity Use Only

<table>
<thead>
<tr>
<th>FLSA Status:</th>
<th>Exempt</th>
<th>FLSA Exemption(s), if applicable:</th>
<th>Computer Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Reviewer:</td>
<td>Debra J Amerlak</td>
<td>FLSA Review Date:</td>
<td>4-18-12</td>
</tr>
<tr>
<td>EO Reviewer:</td>
<td>LCD</td>
<td>EO Review Date:</td>
<td>04-12-12</td>
</tr>
</tbody>
</table>

1. POSITION DATA:

<table>
<thead>
<tr>
<th>Action Requested:</th>
<th>New Position</th>
<th>Change Department/Supervisor</th>
<th>X Update Position Duties</th>
<th>Other (Explain)</th>
</tr>
</thead>
</table>

| Official Title Description: | Manager - Administrative |
| Working Title Description: | Security Officer |
| Work Schedule (Hours & Days): | 8:00am-4:30pm M-F, However flexibility of these times is required. |
| Length of Position (e.g. Fiscal Year, Academic Year, Other – indicate specific period): | Fiscal Year |
| Percent Time: | 100% |
| Location (City where employee works): | Pittsburg, KS |
| Supervisor Name: | Tim Pearson |
| Supervisor Title: | Assistant Director for Infrastructure and Security |
| Supervisor Position #: | 200004015 |
| Supervisor's College/Division: | Officer of Information Services |
Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. Ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. Respond to computer security breaches and viruses. Develop, implement, maintain, and evaluate a comprehensive IT security policy for the university. Promote IT security awareness. Develop, deliver, and facilitate IT security training.

This position now reports to the Assistant Director for Infrastructure and Security. In addition, the job description is being updated to reflect current requirements.

1. Describe the duties and responsibilities of this position. Include a duty statement for "other duties as assigned."
2. In the left-hand column, indicate the approximate percent of time required for each duty and responsibility. The percentage amounts for all of the duties must add up to 100%.
3. Indicate if the duties and responsibilities are essential (duties and responsibilities without which the position could not exist without).

<table>
<thead>
<tr>
<th>#</th>
<th>%</th>
<th>Duties and Responsibilities</th>
<th>Duties are Essential?</th>
<th>%</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20%</td>
<td>Work with peer professionals in the Office of Information Services to develop, implement, and monitor security best practices for the datacenter and the campus network.</td>
<td>Yes</td>
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<tr>
<td>2</td>
<td>20%</td>
<td>Develop and coordinating events and initiatives designed to raise and maintain awareness of security threats and security best practices in the general campus population.</td>
<td>Yes</td>
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<td>3</td>
<td>20%</td>
<td>Develop and deliver engaging and motivating training curricula suitable for one-on-one individual, leader led group, and electronically delivered on-line security education activities.</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>15%</td>
<td>Duties are Essential?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<td></td>
<td></td>
<td>Work with the Assistant Director for Infrastructure and Security, the CIO, representative stakeholders, and campus leadership to develop and maintain a relevant, comprehensive, and effective security policy for the university.</td>
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<td>5</td>
<td>10%</td>
<td>Duties are Essential?</td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td></td>
<td>Work with the Assistant Director for Infrastructure and Security to produce a semi-annual report outlining the assessment of the then-current state of IT security at the university and outlining a plan to correct deficiencies and build upon successes.</td>
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<tr>
<td>6</td>
<td>5%</td>
<td>Duties are Essential?</td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td>Respond to and assist in the investigation and mitigation of breaches in IT security on a round-the-clock basis as events warrant. Perform other duties as assigned.</td>
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<td>7</td>
<td>5%</td>
<td>Duties are Essential?</td>
<td>Yes</td>
<td>No</td>
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<td></td>
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<td>Regularly review current publications, on-line resources, and peer discussion groups to keep abreast of current and emerging security threats that could negatively impact the university, its faculty, staff, or students.</td>
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<tr>
<td>8</td>
<td>5%</td>
<td>Duties are Essential?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Conduct personal research sufficient to keep abreast of new and emerging technologies that can help monitor for, mitigate, or prevent breaches in IT security. Regularly brief the Assistant Director for Infrastructure and Security on any newly discovered technologies – including an assessment of applicability for the university.</td>
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</tbody>
</table>
5. COMPETENCIES (Knowledge, Skills and Abilities): List appropriate Knowledge, Skills and Abilities for the position. Indicate competencies that are required for the position at time of hire with a “check.” Refer to the information on the HRS web page for assistance with competencies (see #2 in “Instructions,” above).

A. Knowledge:

✓ Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

✓ Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

✓ Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

✓ Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.

✓ Education and Training — Knowledge of principles and methods for curriculum teaching and instruction for individuals and groups, and the measurement of learning outcomes.

✓ Engineering and Technology — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

✓ English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

✓ Information Technology — Knowledge of current practices in information technology and applications, including application of technology to the teaching/learning process.

✓ IT Infrastructure — Basic technical knowledge of the operating characteristics and purpose of major hardware and software components that comprise an enterprise IT infrastructure — including but not limited to a general understanding of IT networks and network hardware, operating systems, server and desktop virtualization, firewalls, storage arrays, and backup appliances and techniques.

✓ Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

✓ Shared Governance — Knowledge of the principles and methods of working in an environment where responsibility is shared by faculty and administrators.

✓ Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

B. Skills

✓ Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

✓ Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

✓ Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

✓ Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

✓ Instructing — Teaching others how to do something.

✓ Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

✓ Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

✓ Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

✓ Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

✓ Time Management — Managing one's own time and the time of others.

✓ Writing — Communicating effectively in writing as appropriate for the needs of the audience.
C. Abilities

✓ Collaboration - Ability to work collaboratively with all stakeholders (faculty, community partners, staff, etc.) to build/sustain internal and external relationships.
✓ Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
✓ Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
✓ Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules, and the ability to negotiate contracts and agreements.
✓ Near Vision — The ability to see details at close range (within a few feet of the observer).
✓ Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
✓ Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
✓ Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
✓ Speech Clarity — The ability to speak clearly so others can understand you.
✓ Speech Recognition — The ability to identify and understand the speech of another person.
✓ Written Comprehension — The ability to read and understand information and ideas presented in writing.
✓ Written Expression — The ability to communicate information and ideas in writing so others will understand.

6. EDUCATION AND EXPERIENCE: List Education and Experience appropriate for the position. Indicate those that are required at time of hire with a "check."

✓ Bachelor’s degree, preferably in a related field.
✓ 2 years’ experience in an enterprise IT environment

Experience in developing, implementing, and monitoring a comprehensive IT security program in an enterprise environment

7. LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION: List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire with a "check."

8. OTHER POSITION CHARACTERISTICS OR ESSENTIAL POSTING REQUIREMENTS:

Indicate any other significant characteristics (work activities, work context and work styles) that are significant for the position. Refer to the information on the HRS web page for assistance with Other Position Characteristics (see #2 in "Instructions," above).

A. Work Activity

- People skills – The ability to foster and promote positive, harmonious, and productive human interaction.
- Adult education – An understanding of and an ability to implement educational techniques that have proven effectiveness when working with adult learners.
- Creative techniques for – and exceptional abilities when:
  - Motivating others with positive, non-confrontational techniques
  - Building consensus among diverse groups
  - Presenting information in ways that help others to see how it relates to them
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
• Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
• Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
• Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
• Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.
• Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
• Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.
• Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
• Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
• Guiding, Directing, and Motivating Subordinates — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
• Integrity — Job requires being honest and ethical.
• Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
• Interpreting the Meaning of Information for Others — Translating or explaining what information means and how it can be used.
• Initiative — Job requires a willingness to take on responsibilities and challenges.
• Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
• Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.
• Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
• Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
• Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
• Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

B. Work Context

Contact With Others — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) in order to perform it? Often.
Coordinate or Lead Others — How important is it to coordinate or lead others in accomplishing work activities in this job? Very.
Duration of Typical Work Week — Number of hours typically worked in one week. 40-45.
Electronic Mail — How often do you use electronic mail in this job? Often.
Face-to-Face Discussions — How often do you have to have face-to-face discussions with individuals or teams in this job? Often.
Freedom to Make Decisions — How much decision making freedom, without supervision, does the job offer? Regularly has freedom to do so.
Indoors, Environmentally Controlled — How often does this job require working indoors in environmentally controlled conditions? Often.
Structured versus Unstructured Work — To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals? Worker determines many tasks per campus feedback on technology training needs.
Telephone — How often do you have telephone conversations in this job? Some times.
Work With Work Group or Team — How important is it to work with others in a group or team in this job? Very.

c. Background Checks - Include the appropriate statement for the position:
• The position requires a criminal background check.
Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT: OFFICE OF INFORMATION SERVICES
COLLEGE/DIVISION: PRESIDENT'S OFFICE
POSITION #: 200002983

9. SIGNATURES, GUS POSITION INVENTORY & ROUTING: Print the Position Description and route for signatures as required by the division/area.

Supervisor:

Signature: __________________ Title: Asst Dir. Infrastructure and Security Date: March 30, 2012

Department Head or Dean (optional):

Signature: __________________ Title: Chief Information Officer Date: March 30, 2012

Associate Vice-President, if applicable (optional):

Signature: __________________ Title: __________________ Date: __________

Vice-President or Provost (optional):

Signature: __________________ Title: __________________ Date: __________

SEND THE COMPLETED POSITION DESCRIPTION TO HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW