

CITY OF CHATTANOOGA
Classification Specification Title: IT Security Analyst

Department: Technology Services

Pay Grade: GS.10

Supervision Received From: Director IT Security

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 8/20/21

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification plans and implements security measures to protect the City's computer systems, networks and ensures the confidentiality, integrity and availability of city data. They perform risk assessments and test data processing systems. They create, test, and implement network disaster recovery plans, install firewalls, manage video surveillance systems, regularly review logs for breaches or suspicious activity, and ensure data encryption and other security measures are in place.

The IT Security Analyst is expected to stay up-to-date on the latest intelligence, including hackers' methodologies, in order to anticipate security breaches. They are also responsible for preventing data loss and service interruptions by researching new technologies that will effectively protect the City's network and recommend security enhancements.

SERIES LEVEL: The IT Security Analyst is the first level of a three level information technology security series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Performs the day-to-day IT security operations of the City's IT Infrastructure team including: auditing server and network access, audit server and network equipment patch levels, reviewing logs, documenting vulnerabilities and plan resolution, and ensuring security systems are online and enforced.

Monitors and maintains physical and logical access controls on IT Infrastructure equipment and user account policies.

Ensures IT assets are secure.

Gathers and analyzes information from departments to determine and set disaster recovery operations.

Audit IT security measures and user account access levels to achieve maximum effectiveness of IT systems and users.

Assists and advises the Director of IT Security on matters pertaining to strategic and action plans for IT security, disaster recovery, penetration testing, use policy, IT change management, and other IT security related matters.

Assess potential technical solutions for IT security best practices.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree with training emphasis in IT Security, Computer Science, Information Systems technology or other closely related field, and a minimum of three (3) years of experience in an IT Security role; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

SUPPLEMENTAL INFORMATION

Knowledge of supervisory principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; policy and procedure development practices; financial accounting principles; relational database concepts; network principles; applicable operating systems; applicable software products; current technologies; project management principles and practices; network topology concepts and budgeting principles.

Skill in monitoring and auditing the work of IT infrastructure staff; defining and prioritizing risk; using computers and related software applications, interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; and resolving the most complex technical support problems; preparing a variety of reports and communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.