

Information Security Officer (PT)

JOB CODE: 3010
DEPARTMENT: Tioga Co. Information Technology & Communications Services
CLASS: Pending Jurisdictional Classification
SALARY: Non-Union
ADOPTED: Reso. 70-16, 03/21/16; revised 02/19 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a part-time designation assigned to a current employee, responsible for implementing and monitoring information disaster recovery and information security services of Tioga County. The designee will annually evaluate and recommend to the County Legislature any changes to the existing Information Security Policy, taking into account changes in systems requirements or equipment configuration, the Health Insurance Portability and Accountability Act (HIPAA) and other regulations. The incumbent works under the general direction of the County Legislature, with considerable leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews the Information Security Policy on an annual basis for both accuracy and to ensure continued HIPAA compliance; if changes in policy are necessary, those changes shall be submitted for review and approval by the Legislature with the report;
- Coordinates or conducts annual risk assessment of Information Security throughout the County and based on the findings, creates and submits to the County Legislature a *Risk Assessment Report*;
- Coordinates or prepares and submits a report called the *Information Security Risk Mitigation and Management Plan* to the Legislature on the findings of the risk assessment, including recommendations for any necessary remedies and deficiency solutions, and ensures assignment of necessary tasks and completion thereof within a reasonable period;
- Ensures the prevention, detection, containment, and correction of information security breaches and follows any and all reporting protocols, including HIPAA;
- Participates in tabletop Emergency Response exercises;
- Works with the County Attorney to investigate information security breaches; ensures compliance with any and all reporting protocols required by the applicable statutes, rules and regulations and County policies; ensure that corrective measures and procedures to prevent, detect and contain future information security breaches are implemented. Monitors information security activities and oversee the application of specified security procedures;
- Assists county employees in assessing data to determine classification level;
- Ensures the County conducts annual information security trainings for all departments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Information Technology systems and software including: computer servers, local networks, communication equipment, web access and security measures; thorough knowledge of information disaster recovery and business continuity management methodologies; thorough knowledge of information security standards and policies in an information technology/computer support setting; ability to stay well-organized; ability to express ideas clearly and concisely in a group setting; ability to prepare and present comprehensive and detailed oral and written reports and

2. Information Security Officer

documentation; ability to establish and maintain effective and productive relationships with fellow employees of all levels.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Computer Science, Business Administration, or closely related field **AND** two (2) years of full-time paid work experience or its part-time equivalent in computer application analysis, information security, disaster recovery planning, business controls, Information Technology auditing, or business continuity management; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science, Business Administration or closely related field and four (4) years of full-time paid work experience or its part-time equivalent as defined in (a) above; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.