

**TOMPKINS COUNTY CIVIL SERVICE**  
**VACANCY**  
**Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

---

**TITLE:** Information Security Analyst

**SALARY:** Hire Rate \$37.40/HR; Work Rate \$40.61/HR

**TYPE OF EMPLOYMENT:** Full time

**ISSUE DATE:** 09/06/23

**THE FINAL DATE TO FILE APPLICATIONS:** 05/05/24

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 05/06/24

**RESIDENCY WAIVED**

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree or higher in computer science, computer technology, data processing, management information systems, information resource management, or related field, and three (3) years experience in security systems administration and/or network administration, one year of which included network management and security as a primary function of the job; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in computer science, computer technology, data processing, management information systems, information resource management, or related field, and five (5) years of experience in security systems administration and/or network administration, one year of which included network management and security as a primary function of the job; **OR**
3. Graduation from high-school or possession of an equivalency diploma and seven (7) years of experience in security systems administration and/or network administration, one year of which included network management and security as a primary function of the job; **OR**
4. An equivalent combination of training and experience as indicated between the limits of A), B), and C) above.

**NOTES:**

1. Certification as a Microsoft Network Administrator or Cisco Network Engineer may be substituted for one-year experience in security systems administration and/or network administration.
2. There is no substitution for the required one-year experience in network management and security.
3. Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last five years.

**SPECIAL REQUIREMENT:** Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:**

This position performs both technical and administrative work involving policy and procedure development with regards to data integrity and security. The incumbent monitors security systems and software to ensure the safekeeping and protection of data from unauthorized modification or destruction. The position also monitors, assesses, and modifies the disaster recovery program, performs network intrusion testing, application vulnerability assessment scans, and risk assessment reviews. The incumbent will lead the County Incident Response team, as well as set policies and provide education. The work is performed under the supervision of Information Technology management in accordance with the county computer systems security policy. All other duties as assigned.

**TYPICAL WORK ACTIVITIES:**

- Monitors and advises on information security issues related to both systems and workflow to ensure that internal security controls for the county are appropriate and operating as intended;
- Makes sure security appliances such as IPS,IDS, firewall, endpoint security, antivirus, antimalware, web filters and spam filters are kept up to date;
- Audits and monitors both electronic and physical security of IT systems and networks;
- Creates and maintains a County Incident Response Plan;
- Leads the response team for information security incidents, including conducting the initial investigation to determine the type and scale of the incident, supervising any other technical teams to gather information;
- Works with the Information Technology Management on developing information security policies, procedures, standards and guidelines based on knowledge of best practices and compliance requirements;
- Provides education on security related matters;
- Conducts county-wide data classification assessment and security audits and recommends remediation plans;
- Keeps abreast of latest security issues;
- Conducts and documents both internal and external intrusion testing;
- Audits and monitors security policies for workstations and servers;
- Coordinates the reporting of security issues;
- Collaborates with IT management, the County Attorney, the County Administrator, and law enforcement agencies to manage security vulnerabilities;
- Creates, manages and maintains user security awareness;
- Prepares and maintains information security documentation, including department policies and procedures, county-wide notifications, and ITS alerts.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of NIST and the most efficient practices pertaining to information technology security;
- Thorough knowledge of the principles and practices of computer system security administration;
- Thorough knowledge of accepted information technology practices with regard to data integrity and security;
- Thorough knowledge of firewall management;
- Thorough knowledge of networking, network protocols, and network management;

- Thorough knowledge of web filtering software and hardware;
- Good knowledge of logical operations of data communications devices;
- Good knowledge of local and wide area network administration;
- Working knowledge of data processing methodology and techniques including documentation of data security;
- Ability to implement and maintain computer security policies and procedures;
- Ability to communicate effectively, both orally and in writing;
- Ability to understand and interpret complex technical material;
- Ability to prepare written material, especially system security documentation;
- Ability to define and recommend computer documentation of data security;
- Ability to establish and maintain effective working relationships;
- Ability to deduce problems logically.

Originally Created: 4/2023

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILE - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850