

**Title:** Security Specialist 1819-71  
**Job Category:** Classified  
**Campus:** Rocklin Campus  
**Department:** IIT  
**Opened Date:** 05/27/2019  
**Closing Date:** 06/19/2019  
**Description:**

**Security Specialist 1819-71**  
**IIT DEPARTMENT**  
**ROCKLIN CAMPUS**

Sierra College is seeking a full-time Security Specialist in the IIT Department. Sierra College is a Community College located near Sacramento, California where a heavy emphasis is placed on academic excellence and student success. Since its founding in 1936, Sierra College has focused on quality instruction and meeting the evolving needs of the students and communities that it serves. The Sierra Community College District covers more than 3,200 square miles and serves the Northern California foothill counties of Placer and Nevada, as well as parts of El Dorado and Sacramento. We serve over 18,000 students throughout the region in both on-ground and online courses, including students at our main Rocklin Campus as well as at three centers located in Grass Valley, Tahoe/Truckee, and Roseville.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities and

sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps.

As an institution, Sierra College is committed to eliminating the equity gap in all student populations with dynamic, learner-centered practices and policies that fully engage the college community. The ideal candidate will share the College's commitment to helping its racially and socioeconomically diverse students succeed in their degree and career objectives. Currently, Sierra College enrolls 18,300 students per term: 26% of Sierra College's students are Latinx, 3% are African-American, 2% are Filipino, 5% are Asian-American, 1% are Native American, 6% are multiracial and 57% are White. As a Hispanic Serving Institution (HSI), Sierra College understands that it has a great responsibility to the educational attainment and economic well-being of our students.

The successful candidate will join a College dedicated to the use of culturally responsive strategies and methods that meet the varying needs of our students, faculty, staff, and surrounding community. Sierra College demonstrates its commitment to equity by supporting ongoing professional development for students, faculty, and staff. These opportunities include trainings and workshops on equity and inclusion, SC4 (Sierra College Community, Creativity, Culture, and Collaboration Training), active Academic Senate standing committees concerned with student success and equity, a Presidential Equity Advisory Committee (PEAC), culturally responsive student engagement centers, support for our undocumented and AB540 students, campus-wide equity summits, a robust set of programs, events, and conferences related to equity-mindedness and supporting the success of our diverse students.

Under the direction of a designated IIT supervisor, manager or Director, the Security Specialist ensures the secure operation of the in-house computer systems, servers, and network connections. This includes developing and identifying processes for checking server and firewall logs, scrutinizing network traffic, establishing and updating virus scans, and troubleshooting. The Security Specialist will also analyze and help

resolve security breaches and vulnerability issues in a timely and accurate fashion, and conduct user activity audits where required; perform the process and provisioning of systems accounts with area leads; maintain the security and provisioning of access to systems and related ancillary third party systems; and develop, conduct, and coordinate end user security training and information awareness.

## **APPLICATION PROCEDURE**

### **Required Documents**

Please include a self-assessment that addresses the responsibilities and qualifications listed on the job announcement, including:

1. The transferable experience, knowledge, skills and abilities to serve as a Security Specialist.
2. Evidence of responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity within the community college, including individuals with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practice in the campus community.

Candidates must submit a Sierra College Online Application available at:

<https://sierracollege.hiretouch.com/>

**DEADLINE:** Applications must be received by the Sierra College Human Resources Department no later than **WEDNESDAY, JUNE 19th, 2019**. Late or incomplete applications will not be considered. Cover letters and resumes are not required but may be included if applicant so desires. Please note that letters of reference may be utilized during the reference checking process, but will not be provided to the hiring committee.

### **TRAVEL EXPENSES BORNE BY THE CANDIDATE**

Persons with questions regarding reasonable accommodation of physical and other disabilities should contact the Sierra College Human Resources Department at (916) 660-7105.

Other terms and conditions of employment are specified in the applicable collective bargaining agreements on file in the District Human Resources Department. Position description of record on file in the Human Resources Department.

\*Sierra Community College District currently operates campuses in Rocklin, Roseville, Truckee and Grass Valley. In its management of a multi-campus environment, the District reserves right of assignment including the right to change assignment locations and shift assignments based on District need. Although this position may currently reside at the Rocklin campus, the assignment location may be subject to change as needed. Additionally, the district reserves the right to cancel, revise or re-announce this position as well as any and all positions at any time.

#### EEO EMPLOYER

Sierra College is an equal employment opportunity employer committed to nondiscrimination and the achievement of diversity among its faculty, staff, and students.

#### SIERRA COLLEGE HUMAN RESOURCES DEPARTMENT

(U BUILDING)

5100 SIERRA COLLEGE BOULEVARD

ROCKLIN, CA 95677

(916) 660-7105 / [hr@sierracollege.edu](mailto:hr@sierracollege.edu)

If you have limitations hearing or speaking, the State of California offers a specially-trained Communications Assistant (CA) that can relay telephone conversations for all of your calls. Dial 711 to reach the California Relay Service (CRS). Dialing 711 is for everyone, not just those who have difficulty hearing on a standard phone. If you prefer having your calls immediately answered in your mode of communication, dial one of the toll-free modality and language-specific numbers below. The call will be routed to the CRS provider.

Type of Call	Language	Toll-free 800 Number
TTY/VCO/HCO to Voice	English	1-800-735-2929
	Spanish	1-800-855-3000
Voice to TTY/VCO/HCO	English	1-800-735-2922
	Spanish	1-800-855-3000
From or to Speech-to- Speech	English & Spanish	1-800-854-7784

**Salary & Benefit Information:**

**COMPENSATION**

**Salary & Benefits:** \$36.04 hour, 40 hours per week, 12 months per year. Current work hours are subject to change in accordance with pertinent provisions of the collective bargaining agreement. Family coverage health, dental and vision insurance, P.E.R.S. retirement system, income protection, life insurance, sick leave, vacation, and holidays as provided according to District policy.

**Duties:**

**EXAMPLES OF FUNCTIONS AND TASKS**

**Representative Duties** - The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Ensures system and infrastructure security configurations system-wide are properly implemented and configured in conjunction with reducing the overall security risk to the District.
2. Stays current with advancements in technology relative to Technology security and related service configurations, alerts, and threats; makes recommendations to management on information security practices and procedures.
3. Evaluates new systems and products for security monitoring, responses, and implementation.
4. Provides leadership, work direction, technical advice, and problem-solving assistance to act as a technical liaison with District security and technology workgroup(s) and campus staff in facilitating information security programs.
5. Performs and coordinates system security assessments, provides analysis to identify gaps in security configurations standards, best practices, and identifies and assures follow-up on necessary actions to correct information systems security issues.
6. Conducts testing of systems both internally and externally to ensure alignment of security practices, goals, and assists in the prevention and mitigation of threats.
7. Designs, performs, and/or oversees security testing of all systems in order to identify system vulnerabilities including incident response processes and procedures.
8. Performs and implements processes in efforts to educate and inform staff, faculty, and students as to security best practices, awareness, and procedures.
9. Contributes technical expertise to district security procedures by working with the District's IIT management, technical staff, and information security teams or committees to assure a comprehensive District information systems and infrastructure security program.
10. Designs, implements, and administers access security and permissions for use of District-wide systems; establishes and enforces District systems access rules, standards and protocols.
11. Participates in and makes recommendations for backup and recovery procedures.

12. Develops and documents procedures to assist help desk and other staff in Information Technology security; creates rules for use with security best practices.
13. Develops and maintains a Security Incident Response Plan for the District in collaboration with technical committees, security teams, functional leads, and IIT staff, and assures the plan is periodically tested and updated.
14. Researches and design's security counter measures while keeping current on technology security issues and procedures.
15. Monitors wired and wireless network traffic and implements approaches that optimize network security.
16. Assures overall operability of the District's Identity Management process and systems by coordinating with both functional and technical staff.
17. Reviews user roles and account access privileges and monitors accounts, password processes, and permissions to include account provisioning processes. This may include security access to databases, monitoring database access, file systems and reviewing policies and procedures.
18. Assures Change Management procedures are in compliance with system changes related to security prevention and correction.
19. Participates in regular Technical Support meetings to ensure customer concerns are discussed.
20. May train and provide work direction to assigned student workers and temporary help as assigned.
21. May require travel between sites compensated per diem based on district mileage reimbursement policy. May require on-call and weekend duties.
22. Performs related duties as required.

**Qualifications:**

**QUALIFICATIONS** - The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Education and Experience Guidelines:** Any combination of education, experience and training that provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Bachelor's degree from an accredited college or university with major course work in mathematics, data systems, computer science, or a related field, supplemented by specialized training in applications, enterprise systems management or systems analysis.

**Experience:**

Four years of increasingly responsible experience in the security industry or closely related field. Industry certifications or experience may substitute for some higher education. Experience with corrective controls that serve to protect information resources; computer security issues, requirements and trends; information security standards and laws, including HIPAA and FERPA, etc.; current technologies and best practices methodologies including auditing or evaluating security systems and the services available to assess the security of information systems and data network transport systems.

**License or Certificate:**

Possession of a valid California driver's license.

**Desirable Experience**

- Experience with NIST Security Framework and ISO Security Framework.
- Knowledge of SAML.
- One or more of the following certifications is desired (these are examples as others may be considered):
  - CISM: Certified Information Security Manager
  - SSCP: Systems Security Certified Practitioner
  - SANS/GIAC: Global Information Assurance Certification
  - CISSP: Certified Information System Security Professional
  - CISA: Certified Information Systems Auditor



**Knowledge of:**

- Information systems security concepts, methodologies, analysis, and design to include best practices.
- Systems planning, security principles, and general application management best practices.
- Current Windows network operating systems including installation, security, upgrading, and troubleshooting.
- Single sign-on and lightweight directory access protocols, including Kerberos and CAS authentication protocols.
- Language and writing skill to read, understand, and prepare system documentation and instructions.
- Testing, flowcharting, and data mapping tools and procedures.
- Data privacy practices and laws
- Math skills to record sums, fractions, and statistical data.
- Interpersonal skill to convey technical concepts to others and to facilitate problem solving with individuals and small groups.

**Ability to:**

- Conduct research into security issues and products as required.
- Analyze, conceptualize, and problem solve.
- Understand the District's goals and objectives.
- Work independently and collaboratively, follow logical progressions of systems and think logically, creatively, and in abstract terms.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Read and interpret technical manuals and other documentation.
- Communicate clearly, collaboratively, and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** - The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts (25 pounds) of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Job Function:** IIT

**Hire Type:** External

**Required Documents:** Self-Assessment