

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** NETWORK SECURITY ANALYST

**Reports To:** Designated Supervisor

**UW Job Code:** 3054

**UW Family Code:** 38 – Computer Professional

**SOC Code:** 15-1212

**FLSA:** Exempt

**Pay Grade:** 25

**Date:** 8-23-03 (revised 7-1-04; 4-1-08; 7-1-08)

### **JOB PURPOSE:**

Under limited supervision, monitor and update network security for university computer systems; analyze network for security weaknesses; design, implement, and administer security solutions for University information systems including global firewall; maintain security across multiple systems, platforms and network(s); and investigate security violations and fraudulent activity.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Install and maintain security firewall and other software and hardware to prevent unwanted access to the University computer systems.
- Monitor University systems for outside computer attacks, hacking, virus invasion, etc.
- Respond to security violations, stop violations, contact appropriate personnel to resolve violations; adhere to applicable University and governmental regulations and laws.
- Monitor user activity for copyright violations, virus proliferation, and other illegal activities.
- Respond to and correct security violations/problems on a 24-hour call-out basis.
- Provide research and analyses for potential security exposures.
- Assist in development of institution-wide computer security architecture to include disaster recovery and business resumption.

### **SUPPLEMENTAL FUNCTIONS:**

- Promote privacy and security awareness through seminars and training.
- Research literature; attend meetings or conferences to stay informed and knowledgeable about new technology advances or potential security/fraud problems.
- Perform special projects.

**COMPETENCIES:**

- Independence
- Integrity
- Stress Tolerance
- Technical/Professional Knowledge
- Quality Orientation
- Analysis/Problem Identification
- Consistency
- Innovation

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Computer technology and networks.
- Network security design and devices.
- Network design, structure, and configuration.

Skills and Abilities to:

- Analyze and pay attention to detail.
- Recognize security breaches to network systems.
- Find network users involved in illegal activities (copyright violations, virus spreading, etc.).
- Work within a large enterprise environment.
- Resolve conflict.
- Be results-oriented.
- Effectively communicate, both orally and in person.
- Work under time pressure, exhibit flexibility and adapt to change.
- Identify and solve business problems.
- Function both as a member of a team or independently.

**WORKING CONDITIONS:**

Standard office environment; constant repetitive keyboarding and video terminal display exposure; regular visual concentration at close proximity to computer screen; occasional exposure to electrical or mechanical hazards.

**DISTINGUISHING FEATURES:**

**Network Security Analyst:** Works under limited supervision, assisting with the implementation of the University's network and systems security policy, standards, guidelines and procedures, and assists with discovery of and responses to security incidents and investigations of security breaches, as directed.

**Network Security Analyst, Senior:** Works under very limited supervision, making security recommendations and implementing the University's network and systems security policy(ies), standards, guidelines and procedures, discovers and responds to incidents of security breaches, investigates security breaches, assists with disciplinary and legal matters, and assists with working with outside consultants.

**Network Security Analyst, Executive:** Manages and oversees the functions within this area, including supervision of support staff, managing outside consulting work, managing the discovery, investigations, and responses to security incidents and security breaches.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.