



EMPLOYMENT OPPORTUNITY
Posted 10/12/09

Job Title	Security Compliance Analyst
Department	IT
Reports to	Director, Information Security Compliance
Position Summary	The Security Compliance Analyst will become a member of the SJHS Security Compliance Team and will be focused on policy review and development, internal audit program development and support, audit finding remediation and reporting. Day-to-day tasks may include various components of a security program including coordination of internal/external vulnerability scans and assessments, incident response coordination and communication and participation in change control process. Prior security experience in support of multiple security initiatives is a plus.
Essential Functions	<ul style="list-style-type: none"> • Provide subject matter expertise in the creation and maintenance of enterprise-wide information security policies, standards and procedures. Establish a formal annual review process to ensure policies remain current and complete. • Create a security awareness training program. Develop training content as required to support information security policies & standards, security product implementations and best practices. Track training delivery. • Establish an internal IT/security audit program, perform IT related audits, and provide consultative guidance to management on IT best practices. • Provide audit results reports and track remediation of all findings. • Serve as a liaison with internal and external audit firms as required. Work with auditors and business owners to prepare audit requests as required. • Monitor audit progress, validate audit findings, and resolve potential findings as appropriate. Develop and monitor corrective actions. • Review internal/external vulnerability scanning results and track remediation. • Serve as a member of the Incident Response Team and provide enterprise-wide communications as directed. • Represents Security as needed at Change Control and other meetings as required. • Ability to communicate with people at various levels throughout the organization.
Key Qualifications	<ul style="list-style-type: none"> • Well-rounded security experience with demonstrated audit and policy development capabilities. • Excellent communication and people skills. • Strong analytical & problem solving skills. • Strong functional knowledge of information security programs. • Ability to work independently & as an effective contributor in a team environment. • Ability to manage confidential & sensitive issues and situations. • Strong project management skills. <p>Education: Bachelor's degree (in Information Technology, Information Security, Management Information Systems or related area a plus) or equivalent experience.</p> <p>Experience: At least 5 years experience in security industry.</p> <p>License / Certification: CISSP, or CISA preferred.</p>

For consideration: Fax resume to (714) 347-7540 or e-mail to: SJHSHR@STJOE.ORG.