



EMPLOYMENT OPPORTUNITY
Posted 10/12/09

Job Title	Sr. Security Compliance Analyst
Department	IT
Reports to	Director, Information Security and Compliance
Position Summary	The Sr. Security Compliance Analyst will serve as a Team Lead and a backup for the rest of the Security Compliance Team. This includes backing up the Director of Security Compliance as required. In this position, a working knowledge of all Security Compliance Team responsibilities will be required so a well-rounded security background will be beneficial. He/She will help develop security-related reporting metrics and will produce routine dashboard reports. In addition, he/she will assist and serve as a backup to the Director for more sensitive security tasks as necessary to include HR and e-discovery investigations and user monitoring. Prior experience in these areas is required. The Sr. Security Analyst will also supply input for Security Team Performance Reviews.
Essential Functions	<ul style="list-style-type: none"> • Oversee and assist with security policy review and development as necessary. • Oversee and assist with security awareness training development and delivery. • Oversee and assist with internal and external IT/security audit program development, coordination, and remediation. • Assists with the coordination of internal/external vulnerability scans and assessments. Reviews results and tracks remediation. • Serves as a member of the Incident Response Team and represents Security as needed at Change Control and other meetings as required. • Performs monitoring and investigative tasks as required and directed. Maintains strict confidentiality. • Demonstrates and executes knowledge and understanding of routine investigative techniques. • Ensures evidence collection methods are conducted, managed, and archived in a manner consistent with provided guidelines to maintain preservation and protection of data and evidence. • Clearly and concisely summarizes investigation findings for higher-level investigators and/or management. • Demonstrates strong attention to detail throughout the investigation and litigation support process. • Works with groups of employees from all levels and all businesses / functions across the company.
Key Qualifications	<ul style="list-style-type: none"> • Well-rounded security experience with demonstrated leadership capability. • Excellent communication and people skills. • Strong analytical & problem solving skills. • Strong functional knowledge of e-discovery and investigative techniques. • Ability to interact effectively with all levels of management. • 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 and 1 year team lead experience.</p> <p>License / Certification: CISSP preferred.</p>

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