Valerie M. Nugent
Director of Human Resources

*A NON-REFUNDABLE APPLICATION FEE OF $15 MUST ACCOMPANY YOUR APPLICATION

PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 89290-010 INFORMATION SYSTEMS SECURITY ANALYST

VACANCIES: At present, one vacancy exists with the Jefferson County Information Technology Department

SALARY: $80,898 - $91,051/YR.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: **October 18, 2024**

EXAMINATION DATE: **December 7, 2024**

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

NOTE: CANDIDATES WHO WILL OBTAIN THE MINIMUM EDUCATION REQUIREMENTS WITHIN 12 MONTHS OF THE DATE OF THE WRITTEN EXAMINATION SHALL BE PERMITTED TO SIT FOR THE EXAMINATION.

(A)   Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in cybersecurity, networking, computer science, or closely-related field; or

(B)   Graduation from a regionally accredited or New York State registered college or university with an associate's degree in cybersecurity, networking, computer science, or closely-related field and two years of experience in work involving cybersecurity; or

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

(C)   An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

<u>EXAMPLES OF WORK</u>: (illustrative only)

Assists in the implementation of data access security measures by identifying, analyzing, and resolving cyber security and system problems relating to data security access, for applications, network, and computer programs;

Investigates security incidents concerning data access violations, breaches and data loss prevention of sensitive data. Reports findings to supervisor for direction or resolution;

Maintains the information security systems by joining or separating users to various system applications; coordinates the registration of users to the system and respective access levels with departmental coordinators;

Monitors and audits the information security systems to isolate and identify occurrences of illegal or unauthorized access; prepares reports and/or memoranda recommending corrective action;

Configures and maintains network and host-based security platforms;

Investigates and corrects cyber security related vulnerabilities and problems to ensure data information system integrity and a secure environment;

Performs analyses of data security systems to keep management informed of system security risks;

Assists in the development and maintenance of security tools, documentation and procedures to reduce cyber security risks in the environment;

Audits, tests and evaluates commercial and proprietary security software fixes, patches and runs to improve system performance and efficiency;

Conducts forensic investigations as required;

Conducts periodic audits of user privileges to determine authorized access to systems and manage any discrepancies;

May access protected health information (PHI) HIPPA, and CJIS in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer and security applications or other automated tools such as spread sheets, word documents, calendar, e-mail, and various database software in performing work assignments;

May perform other incidental tasks, as needed;

<u>SCOPE OF EXAMINATION</u>: Written test will cover knowledge, skills, and/or abilities in such areas as:

<u>Preparing written material</u>
These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

<u>Principles and practices of LAN administration</u>
These questions test for knowledge of procedures and terminology applicable to administering a local area network (LAN). They cover such subjects as installing, configuring and upgrading a network; establishing user accounts and assigning access rights; monitoring network performance and troubleshooting; dividing networks and linking to other networks; creating and documenting procedures for users; and establishing and maintaining network security. The questions are not specific to any particular LAN.

<u>Principles of providing user support</u>
These questions test for knowledge and skill in working in a user support situation. They cover such subjects as how to communicate effectively with users requesting help; how to deal with different types of situations; troubleshooting techniques; and how to gather, organize and make available technical information needed to provide support.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:https://www.cs.ny.gov/testing/testguides.cfm.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, 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, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of $15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH**. File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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