



Employment Opportunity

The Management Council of the Ohio Education Computer Network

Seeks: Security Compliance Analyst

Effective: September 27, 2021

Application Deadline: October 15, 2021

The Management Council of the Ohio Education Computer Network seeks an innovative and enthusiastic individual to join our Network Services team. The Network Services team works with Management Council staff and its member Information Technology Centers to provide a variety of networking, security and infrastructure products and services to the Ohio Education Computer Network.

The successful candidate will have a firm understanding and working knowledge of security frameworks, preferably with the NIST family of controls. The ideal candidate will possess an understanding of networking and security best practices; be able to establish priorities and successfully manage multiple projects while meeting deadlines; work independently and collaboratively in a team-oriented environment; and demonstrate excellent attention to detail.

Desired Qualifications:

- Bachelor's degree preferred.
- Three to five years experience in an IT, networking, or security related environment.
- Previous experience with security frameworks, NIST, CIS.
- Proficiency required in Microsoft Office with an emphasis on Excel.
- Strong organizational, communication and documentation skills.
- Ability to work on multiple projects simultaneously.

The position will require occasional overnight travel throughout the State of Ohio. This full-time position includes an excellent benefits package along with a salary commensurate with education, experience, and the successful candidate's potential for excellence. The anticipated salary range is \$67,000 to \$89,000 per year.

The position description is below and is available on <https://www.managementcouncil.org/who-we-are/careers/> while this opportunity is open. Interested professionals should submit a cover letter and current resume by 4:00 pm on October 15, 2021 to: Greg Buddelmeyer (HR@managementcouncil.org).

The Management Council reserves the right to fill the position prior to the application deadline and to not fill or to repost the position if a successful candidate is not selected. Every consideration will be given to underrepresented and nontraditional candidates. The Management Council does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

About the Management Council and the Ohio Education Computer Network

Ohio's Information Technology Centers (ITCs) work together through a statewide network known as the Ohio Education Computer Network (OECN). The Management Council coordinates and supports the collaborative efforts of the OECN, which implements a broad spectrum of academic and administrative technologies across Ohio's PreK-12 education system. While the ITCs and the Management Council are the key components of the OECN, other organizations collaborate in the OECN, including the Ohio Department of Education and OARnet. Ohio district and school customers are the primary beneficiaries of the system of services and support from organizations of the OECN.



Job Description
Security Compliance Analyst
Management Council of Ohio Education Computer Network

Reports to: Director of Network Services

Overview: The Security Compliance Analyst works in support of compliance and information security initiatives, collaborating with internal departments and affiliates. Responsible for testing operations and technology internal controls primarily within the NIST 800-53r4 framework. This will include the accurate identification of controls and a review of corresponding procedural documentation.

Specific Duties:

1. Role is responsible for auditing information systems and operations in order to assess the adequacy of the security controls environment.
2. Assesses controls in order to help ensure current and future security and compliance requirements are implemented in order to comply with industry laws, regulations, and NIST 800-53r4.
3. Reviews the implementation, management and analysis of NIST controls to identify gaps, risks and inefficiencies. Directs unresolved issues to the next level of support personnel.
4. Assists in managing the security awareness training program for all Management Council employees, contractors and individuals
5. Communicates regularly with affiliates to provide status updates on outstanding tasks, new revisions to control families, and upcoming meetings and/or events.
6. Keeps current with security compliance related technology workplace innovation, and obtains relevant training that support job functions
7. Maintains open communication and a cooperative relationship with related external agencies and organizations.
8. Performs such other relevant duties as may be assigned by the Director.

Core Principles

1. Performs as a reliable and effective member of the Management Council Team.
2. Conducts all work in a professional manner through excellent interpersonal skills, effective communication, courteous manners, a positive attitude, and cooperative demeanor.
3. Participates in on-going professional development as stipulated by the Management Council.
4. Remains free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment with the Management Council.
5. Demonstrates professional ethical behavior and serve as an appropriate representative of the Management Council.
6. Adheres to all the rules and regulations of the Management Council and the State of Ohio.
7. Handles sensitive information with integrity and confidentiality.

Typical Performance Measures:

1. Performs job duties in a consistently high manner.

2. Participates in team meetings, professional development, and other collaborative activities.
3. Demonstrates willingness to provide skills, expertise, and experience in support of team members and Management Council staff.
4. Volunteers to lead or serve on projects of the Management Council or ITCs.
5. Displays a positive attitude and is considerate and professional in sharing ideas and discussing ideas proposed by others.
6. Meets or exceeds any standard benchmarks available for evaluation of performance.

Qualifications:

1. Bachelor or Associate Degree in Information Systems, Computer Science, Systems & Network Administration or equivalent professional experience.
2. Security credentials or certifications preferred, ie. CompTIA Security+, GIAC Information Security Fundamentals, CISA Certified Information Security Auditor.
3. 1-3 years' internal or external audit experience in information security, technology compliance preferred.
4. Exceptional analytical skills are required with the ability to analyze the results of controls testing and determine the risk to the organization.
5. Ability to analyze information pertaining to business and technical operations in order to understand current and potential future business processes.
6. Excellent written and verbal communication skills with ability to communicate with Information Technology Staff as well as business leaders.
7. Proficiency required in Microsoft Office and use of office management systems and procedures as well as web conferencing software and meeting presentation systems.
8. Strong administrative and organizational skills, both analytical and problem solving.
9. Ability to work on multiple projects simultaneously, manage multiple tasks simultaneously, and meet established deadlines.
10. Resourcefulness and ability to work in a fast-paced environment with strong attention to detail.
11. Highly self-motivated and self-directed, with attention to detail.
12. Ability to occasionally drive and travel throughout Ohio as needed.

Position Status:

1. This has been determined to be an exempt position under the Fair Labor Standards Act.
2. This is a 12-month position and is evaluated annually.