



Classification: Information Security Officer (ISO)
Cyber Security and Technology Section

Title Code: V00682

Pay Range: 34

POSITION SUMMARY:

This position is responsible for highly technical, supervisory and administrative work in developing, directing and managing security operations of the Cyber Security and Technology Section, to include one or more of the following groups: security operations, cyber-intelligence, and other information security groups as needed.

An employee in this position reports directly to the Patrol's Chief Information Security Officer (CISO), and is responsible for assisting the CISO in ensuring/documenting technical compliance with the FBI's CJIS Security Policy, as well as maintaining state policies in line with industry standards. This position is responsible for assisting the CISO in the implementation, direction, and execution of a highly sophisticated information security program for the agency. This position requires frequent coordination and interaction with the troops, divisions of the Patrol, as well as other local, state, and federal agencies, vendors, and contractors. This position will routinely advise and brief command staff, and other high-level employees, regarding information security topics and strategies. General direction is received from a superior, but the employee is given wide latitude for using independent judgment and initiative in attaining overall objectives.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as the manager of the Cyber Security and Technology Section of the Criminal Justice Information Services (CJIS) Division. Develops and maintains the technical security programs assigned, provides the lead on any security incident event, analyzes and designs security for information systems, IT projects, network infrastructure, administrative and oversight control of LAN, network, server and VPN privileges and architecture direction, as well as future network connectivity design.

Documents technical compliance with the CJIS Security Policy, and adopts best security practices with the goal to assure confidentiality, integrity and availability of CJIS information to the user community.

Ensures that all applicable security procedures and policies are being followed as prescribed per MSHP General Order, MSHP Security Policy, ISU procedure, and other applicable state and federal policies.

Authorizes users for LAN access, network/server/database/e-mail/VPN/MCD privileges.

Authorizes all access privileges to MULES/NCIC users having completed training requirements.

Provides both written and oral reports on the current status of the MSHP information security program to the CISO, CSO, and other senior management officials.

Innovates, creates, maintains and/or acquires technologies and processes to ensure the effective management of information security controls to protect the Patrol's information assets.

Plans, organizes, directs, and coordinates IT security management efforts across multiple hardware and software platforms and technologies.

Provides technical direction, as well as strategic and tactical plans, for implementation and operation of current security technology, enabling the agency to operate more efficiently, effectively, and with the highest level of data integrity.

Classification: Information Security Officer (ISO)
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Pay Range: 34

Page 2

Directs and coordinates the work of a staff of information security professionals.

Prepares and evaluates grant applications, statements of work, bid specifications, and other documentation for funding and acquisition of tools, technology, contractual services, and education relating to computer security.

Regularly participates in user groups and professional organizations focused on IT security and audits.

Researches and oversees the selection of all IT security and audit products and manages their use and operation.

Advises the CISO in policy-making decisions concerning CJIS requirements and IT security procedures for all the MSHP automated systems.

Provides direction to the MSHP personnel on all security related products and endeavors.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles, practices, and techniques of information security program management and auditing, to include: network, server, device, data, application, physical, and personnel security.

Extensive knowledge of security related issues of server hardware, operating systems and storage technologies.

Extensive knowledge in information security principles, as well as information security management and auditing.

Considerable knowledge of modern management principles and techniques, particularly as applied to security of enterprise IT infrastructure.

Considerable knowledge of principles and practices of administration and supervision.

Considerable knowledge of project management concepts and principles.

Knowledge of the strategic planning process.

Working knowledge and experience in information privacy laws, access, release of information, and access control technologies.

Working knowledge of systems analysis and design techniques.

Possess good public speaking skills.

Possess good organizational skills.

Possess research and analytical skills.

Ability to plan and implement projects and audits necessary to ensure effective and efficient operations of security measures.

Classification: Information Security Officer (ISO)
Cyber Security and Technology Section

Title Code: V00682

Pay Range: 34

Page 3

Ability to effectively plan, direct, and supervise the work of others.

Ability to maintain accurate records, files, and documentation.

Ability to exercise judgement and discretion.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs and/or verbal language, etc).

Ability to establish and maintain effective working relationships within and outside the organization in a professional manner.

Ability to effectively communicate in English clearly and concisely, both orally and in writing.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to perform job related travel, as needed.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Completion of a four-year degree in one of the following fields: Cybersecurity, Information Security, Information Assurance, Computer Science, Computer Information Systems, or Business Administration (with an emphasis in information security, information technology, or a closely related area), with a minimum of 15 hours of IT-related coursework.

AND

A minimum of two years experience working in the Cyber Security and Technology Section of the Missouri State Highway Patrol, or closely related work experience encompassing management and cybersecurity.

Must currently possess one of the following security certifications: Security+, CISM, CISA, CISSP, SSCP, CEH, or another nationally recognized information security certification.

NECESSARY SPECIAL REQUIREMENTS:

Must be able to live within a fifty (50) nautical-mile radius of the Missouri State Highway Patrol General Headquarters, Jefferson City, Missouri.

Must possess and maintain a MULES Certification within one year of hire.

Must be a United States citizen.

Classification: Information Security Officer (ISO)
Cyber Security and Technology Section

Title Code: V00682

Pay Range: 34

Page 4

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.