

## CITY OF HAMILTON

**CORPORATE SERVICES DEPARTMENT**  
**(INFORMATION TECHNOLOGY DIVISION – INFORMATION TECHNOLOGY SECURITY - LOCATION - 55 YORK**  
**BLVD., 6<sup>th</sup> FLOOR)**

**INFORMATION SECURITY ANALYST**

**SUMMARY OF DUTIES**

Reporting to the Supervisor, Network & Security, the Information Security Analyst designs, develops, reviews and manages security for all data, information, network and infrastructure systems across the IS landscape and directs the full life cycle of network and application security management. As an integral part of IS projects and operations, the Information Security Analyst provides the insight, advice and leadership for the development and implementation of security policies, procedures and measures that ensure secure and reliable information systems across the corporation that are in compliance with existing data/information privacy laws and regulations.

The Information Security Analyst researches emerging technologies, security trends and tools, security architectures and changes in the IT landscape in order to provide current, relevant advice and guidance to the IS and business divisions of the City.

The Information Security Analyst may be assigned on one or more projects as a project team member and/or a project lead and provides coaching on security process and methods to other IS staff.

**GENERAL DUTIES**

Defines, develops and implements security policies and procedures, including user log-on and authentication rules, security breach escalation procedures, use of firewalls and encryption routines.

Defines and develops security risk analysis scenarios and response procedures in collaboration with Infrastructure and Operations staff and the Chief Technology Architect.

Defines and implements processes and methods for auditing and addressing non-compliance to information and/or network security standards.

Enforces security policies and procedures by administering and monitoring security profiles, reviewing security violation reports and investigating possible security exceptions, updates, and maintains and documents security controls.

Directs the configuration and maintenance of anti-virus software, firewalls, intrusion detection systems and other network security measures in collaboration with Infrastructure and Operations staff.

Approves security patches and assists the Infrastructure and Operations staff in the deployment of the approved patches.

Educates IT and the business on security policies and provides consultation / advice on security issues regarding custom developed and packaged/managed systems.

Develops documentation and provides on-the-job training and coaching to IT staff for security and technology topics.

Assists in the development, configuration, installation and troubleshooting of network systems (including wireless) to ensure security standards are met. The converged voice and data network includes servers, switches, routers and other computing network devices.

Represents the security needs of the City and its partner organizations by providing expertise and assistance in all IT projects regarding security issues. Reviews system designs and architecture for potential risk areas and non-compliance and recommends methods to address security gaps.

Continually researches and maintains a current knowledge on the trends in software viruses and other attack/malware. Prepare communications and instructions to the City's user community on new security and virus threats including procedures for handling if infected.

Maintains a current knowledge and awareness of data and information privacy laws and regulations; monitors the City's compliance and recommends corrective action for non-compliance in collaboration with the City's business divisions.

Performs periodic security assessments on all systems and networks as well reviewing all networking initiatives for security compliance. Analyzes results and provides recommendations to correct.

Researches and evaluates IT security products and/or procedures, identifies, recommends and leads the adoption of those that will enhance/improve productivity and effectiveness of the City's network, data and application security.

May be assigned to an initiative or project requiring the individual to take direction from other IT Unit Manager and/or Project Manager.

May be required to provide on call support to users.

May be required to work extended hours to complete system maintenance

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned, which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. University Degree or College Diploma in Computer Science, Information Systems, Computer Technology or related discipline.
2. Five (5) to seven (7) years of combined IT infrastructure/network and security experience.
3. Working knowledge and experience in systems analysis, applications development, database design and administration
4. Demonstrated technical knowledge of client/server, network topology and network/infrastructure security.
5. Strong knowledge and experience developing and implementing information security processes.
6. Working knowledge and experience in network traffic analysis.
7. Demonstrated ability in configuring and maintaining anti-virus software, firewalls and intrusion detection systems

8. Knowledge of network and infrastructure security issues, techniques and implications across multiple computer platforms and environments
9. Strong knowledge of legislative requirements for security and privacy
10. Knowledge and understanding of project management principles
11. Experience in client and web-based application development and user support environments, including experience working with client and web-based applications technology, preferably in a municipal environment.
12. Working knowledge of relational database management system software (ORACLE, SQL Server along with Microsoft Access) and SQL (Structured Query Language).
13. Understanding of one or more standard computer programming and scripting languages commonly used in business applications (e.g. PeopleTools, PeopleCode, SQR, SQL, Access, Visual Basic, VBScript, HTML, ASP, C#.Net and VB.Net.)
14. Knowledge of ITIL standards
15. Must be able to communicate clearly and effectively, both orally and in written form.
16. Demonstrated ability to work effectively independently and as part of a team.
17. Proven leadership, analytical and problem-solving abilities.
18. Ability to make sound and logical judgments.
19. Strong interpersonal, customer service skills, written, and oral communication skills
20. Must possess a Class G Drivers' Licence.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

\*\*\*\*\*