City of Dallas
Classification Specification

Title:	**Security Analyst**	**Class Code:**	**36610**
Application:	**Career Series**	**Pay Grade:**	**H**
Supplemental/Code:	**Administrative/1**	**Established:**	**10/01/94**
FLSA Status:	**Non-Exempt**	**Revised:**	**01/01/09**

Position Purpose:

Establish and maintain the security for access to City mainframe and LAN software products including user access control software, program software, and data files.

Essential Functions:

1. Installs, operates, and maintains security software including issuing passwords and proper authorization for system access to ensure protection of computer software and data files on the City's mainframe and network computers.

2. Develops procedures and contingency plans for disaster recovery including establishing off-site storage of back-up computer tapes and tests the procedures to ensure adequate recovery can be accomplished for data files and software.

3. Communicates with users, department security coordinators, technical support and application programmers to determine level of access required, provide information concerning password expiration and deadlines, and troubleshoot problems.

4. Assists in establishing policies and procedures regarding computer passwords, sign on, security, and access.

5. Communicates with vendors and system programmers to coordinate the implementation of enhancements and maintenance of the installed security system.

6. Conducts internal audits of computer facilities to ensure operating procedures are being followed and develops risk analysis and vulnerability studies of software and physical security.

7. Maintains files and compiles reports on computer security.

8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of mainframe, PC, and network operating systems.

Knowledge of security software packages.

Knowledge of teleprocessing methods and networks.

Knowledge of word processing and spreadsheet software.

Basic knowledge of Job Control Language (JCL).

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.