



North Orange County Community College District  
**EMPLOYMENT OPPORTUNITY**

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819  
Telephone: (714) 808-4810 g Job Line: (714) 808-4811  
E-Mail Address: [hr@nocccd.edu](mailto:hr@nocccd.edu) g Website: [www.nocccd.edu](http://www.nocccd.edu)

**IT SECURITY ANALYST/  
SYSTEM ADMINISTRATOR  
JOB #ISC973  
\$5,192 - \$6,309 per month**

Qualified District  
employees are  
encouraged to apply

(The District pays employee's portion of PERS retirement contribution)

**DATE POSTED:** April 30, 2008 100% Position, 12 MONTHS PER YEAR  
**CLOSING DATE:** May 29, 2008  
**POSITION LOCATION:** Anaheim Campus - Information Services  
**SCHEDULED SHIFT:** 8:00 a.m. to 5:00 p.m. Monday through Friday  
(Schedule and shift are subject to change in accordance with department needs.)  
**STARTING DATE:** As soon as possible

#### **TYPICAL DUTIES**

This position is responsible for evaluating, designing, and assisting in the development and implementation of information security solutions for the District. The incumbent also assists in the design, installation and maintenance of enterprise server systems. Responsibilities include performing technical procedures that are necessary to ensure the safety of information systems assets from intentional or inadvertent access or corruption; providing consultation and training on security topics for information technology professionals and functional end users; and providing technical assistance and work direction to personnel as assigned. Develop, implement and maintain information security program standards and procedures for administrative and academic systems; provide for incident response and remediation support. Perform auditing, reporting, documentation, and review of information security vulnerabilities and threats; perform vulnerability scans of data networks and computing devices. Work with systems, network and applications staff to correct security-related vulnerabilities and events when detected. Provide leadership, work direction, technical advice, and problem-solving assistance to technical staff regarding information security program standards and procedures; act as a technical liaison with District and campus staff in facilitating information security programs. Ensure that systems software is properly installed, configured, tested and tuned to maximize information security and operation efficiency; develop logical sequences of steps to be used to produce intended results. Participate in the design, selection, implementation and maintenance of new products and technologies relating to information security. Assist and support higher-level technical personnel with all aspects of planning, design, development, coding, testing, debugging and implementation of complex systems administration for a variety of operating systems. Monitor, evaluate and maintain systems to ensure minimal interruption of production systems and ensure maximum system performance and availability. Learn and apply emerging technologies as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

#### **QUALIFICATIONS**

##### Education and Experience:

- Bachelor's Degree in Computer Science, Information Systems, or related field and a minimum of three (3) years of experience in programming, operating systems, and data communications networks, including leadership experience.

**OR**

- Associate Degree in Computer Science, Information Systems, or related field and a minimum of five (5) years of experience in programming, operating systems, and data communications networks, including leadership experience.

Ability to: Plan, lead, coordinate and conduct major projects or phases of projects; provide technical advice and leadership to the District; write and update technical documentation; work independently with little direction; communicate effectively both orally and in writing; assign work and provide technical work direction to others; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; establish and maintain effective working relationships with others.

OVER

**Knowledge of:** Information technology security standards and requirements; information technology security trends and tools; LAN/WAN networks, operating systems and enterprise servers; computer hardware and software, and related peripherals; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy.

## WORKING RELATIONSHIPS

The IT Security Analyst/System Administrator maintains frequent contact with various District departments and personnel, IT management and staff, outside contractors and information systems vendors.

## WORKING CONDITIONS

College or District information systems office environment; subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

## APPLICATION PROCEDURE

### **Applicants MUST submit the following items:**

- 1) **District Classified Application** (*All sections must be completed.*)
  - *Applicants must answer all questions in the "General Information" section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool.*
- 2) **Unofficial transcripts of coursework in Computer Science, Information Systems, or related field. Qualifying degree must be posted on transcript.**
  - *Must be submitted with application. Applications submitted without unofficial transcripts attached will be deemed incomplete and will not be considered.*

Note: The incumbent will be required to submit *official* college transcripts at the time of hire.

Applications may be downloaded at [www.nocccd.edu](http://www.nocccd.edu), or requested from the Human Resources office by e-mailing [hr@nocccd.edu](mailto:hr@nocccd.edu) or calling (714) 808-4810. Reference **Job #ISC973, IT Security Analyst/System Administrator**, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position.** Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

**Mail or deliver your application packet in person to:**

North Orange County Community College District  
Human Resources, 9<sup>th</sup> Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

## APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before **May 29, 2008, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications **does not** ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

**Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.** All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.