



Junior Security Analyst

Reports to: Director, Information Security & Infrastructure		
Level/Grade Professional	Type of Position Full Time	Hours/Week 40 hours/week; Exempt
GENERAL DESCRIPTION		
<p>The Junior Security Analyst will ensure that the information security systems are functioning normally and configured effectively while assisting in the analysis of threats and events. The SA/SE will also be responsible for configuration, management, and monitoring components of the infrastructure. The position will work closely with other technical services staff and have broad responsibilities in a team focused environment.</p>		
JOB RESPONSIBILITIES		
<ul style="list-style-type: none"> • Perform hands-on support for a wide range of security technologies such as SIEM, IDS/IPS, HIDS, DLP, malware analysis and protection, content filtering, logical access controls, identity and access management, vulnerability scanners, and forensics. • Implement and support our computing environment which currently consists of servers, laptops, appliances, desktops and other devices. The current computing environment consists of: highly virtualized server farm of Microsoft Windows and Linux servers, SAN, Cisco network, MS SQL Server, Office 365 and a variety of other systems. • Provide recommendations on architectural design and continuous improvement methods. • Ensure all software and hardware are upgraded, legally compliant and supported. • Ensure security requirements are met as defined by the Director, Information Security & Infrastructure. • Execution and automation of daily/weekly/monthly reporting. • Monitor and analyze security alerts and reports and escalate issues to appropriate management. • Identify system anomalies. • Collaborate with technology partners and IT management to remediate security vulnerabilities. • Standard report generation and distribution. • Connectivity verification and status. • System resource status checks, RAM/CPU usage etc. • Storage checks, disk usage and availability. • Ensure documentation is accurate, up to date and published in an official policy and procedure. • Ensure cross training & documentation occur in a manner that results in no single point of failure in terms of human knowledge. • Monitor performance and troubleshoot issues in a 24 x 7 x 365 environment. • Maintain strong relationships and communications with all key stakeholders. • Maintain awareness of new and emerging technologies. • Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization. • Other duties as assigned. 		
POSITION REQUIREMENTS		
<ul style="list-style-type: none"> • Strong understanding of networking concepts • Understanding of systems logging methods and technologies • Understanding of SIEM concepts, tools and utilities • Experience with Cyber Security tools, processes and procedures • Microsoft Windows administration and active directory • Cisco infrastructure troubleshooting • Linux administration and knowledge of CLI • Strong communication skills • Ability to author technical documentation • Excellent customer services skills • Familiarity with IT security systems • Prefer experience working in healthcare industry 		

- Strong planning, organization, analytical and troubleshooting skills with ability to work independently
- Must be able to sit for extended periods of time in front of a computer screen
- Must be able to occasionally (no more than 30% of time) lift or move objects up to 50lbs
- Must be able to climb up to 5ft ladder
- Must be able to crawl under and behind desks to access wiring (no more than 30% of time)

EDUCATION/CERTIFICATION REQUIREMENTS

- Advanced education such as college or technical training resulting in relevant certification.

OTHER INFORMATION

Salary range: \$65,000-\$75,000

APPROVED BY M. Wells, Director Information Security & Infrastructure **DATE POSTED** 03/26/2021

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.