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| CS-214  REV 8/2007 |  | 1. Position Code  TEMPLATE |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
| Federal privacy laws and/or state confidentiality requirements protect a portion of this information. | POSITION DESCRIPTION |  |

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| This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.  This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.** | |
| 2. Employee’s Name (Last, First, M.I.)  Vacant | 8. Department/Agency  DEPARTMENT OF STATE |
| 3. Employee Identification Number | 9. Bureau (Institution, Board, or Commission) |
| 4. Civil Service Classification of Position  Department Analyst 9-P11 | 10. Division  Information Security and Control |
| 5. Working Title of Position (What the agency titles the position)  Department Analyst | 11. Section |
| 6. Name and Classification of Direct Supervisor  Autumn L. Pelkey; State Administrative Manager 15 | 12. Unit |
| 7. Name and Classification of Next Higher Level Supervisor  Gena A. Hyde; State Division Administrator 17 | 13. Work Location (City and Address)/Hours of Work  Richard H. Austin Building,430 W. Allegan, Lansing / Monday - Friday, 8:00 A.M. to 5:00 P.M.  Hybrid Work Schedule |
| 14. General Summary of Function/Purpose of Position  This position serves as a security administrator within the Department for information systems including Customer and Automotive Records System (CARS). The position functions as the security liaison to the Bureau's, Offices, and Divisions to assist in preparing information system security plans following the Michigan Security Accreditation Process. The incumbent has the responsibility for serving as an organizational liaison in the area of information security and providing consultation regarding security awareness, ongoing access management, risk assessment and data classification issues. The incumbent also serves as an organizational liaison for monitoring the resolution of audit recommendations and information system security risks. This position provides support to the Division regarding information security access responsibilities. | |
| For Civil Service Use Only | |
| 15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.  List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent. | |
| Duty 1 **General Summary of Duty 1 % of Time 50%**  Serve as the security administrator within the Department for information systems including CARS. Serve as the security liaison to the Bureaus, Offices, and Divisions to assist in preparing information system security plans following the Michigan Security Accreditation Process. | |
| **Individual tasks related to the duty.**   * Review and process access request forms for access to various information systems. * Assign, modify and delete MDOS access rights to the CARS. * Assess the need for continued information system access by periodically analyzing user’s activity. * Identify and report to the Director any unusual activity trends or the suspected misuse of access rights or Department records. * Contribute to the development of procedures and processes for controlling internal and external access to Department electronic information via mainframe computer or internal network systems. * Assist the Information System Owners in preparing information system security plans following the Michigan Security Accreditation Process. * Contribute to the development of procedures and processes for the completion of information system security plans in compliance with NIST. * Provision, monitor, and deprovision SharePoint and Teams workspaces for MDOS. Develop and communicate guidance for using these workspaces in a secure and appropriate manner. | |
| Duty 2 **General Summary of Duty 2 % of Time 30%**  Serve as an organizational liaison in the area of information security and provide consultation regarding security awareness, ongoing access management, risk assessment and data classification issues. | |
| **Individual tasks related to the duty.**   * Assist in developing and updating the Department’s security awareness training programs based on current events impacting information technology and data security. * Maintain and update the security portion of the New Employee Orientation and the Annual Policy Review to employees. * Manage the security awareness program for the department. * Assist the department application owners in developing a security monitoring checklist for their respective applications. Perform periodic reviews to ensure application security is managed in an accurate and timely manner. * Assist the department application owners in reviewing and classifying the data in their various software applications using guidance provided by the Federal government and the Department of Technology, Management, and Budget. * Assist the department application owners in reviewing and documenting the security associated with the various software applications and related risk assessments using guidance provided by the Federal government, the State Budget Office, and the Department of Technology, Management, and Budget. * Assist in the development and implementation of a tracking mechanism for monitoring Information System Security Plan and Risk Assessment’s Plan of Action and Milestones. Provide continuous monitoring and reporting for outstanding risks. | |
| Duty 3 **General Summary of Duty 3 % of Time 10%**  Serve as an organizational liaison for monitoring the resolution of audit recommendations and information system security risks. | |
| **Individual tasks related to the duty.**   * Assist with monitoring Office of the Auditor General and Office of Internal Audit Recommendations. Provide continuous monitoring and reporting for outstanding recommendations. * Assist with monitoring Information System Security Plan and Risk Assessment’s Plan of Action and Milestones. Provide continuous monitoring and reporting for outstanding risks. * Assist with coordinating and documenting the Third-Party Service Organization Reviews, SSA Security Compliance Reviews, and reported data or security breaches. * Maintain a tracking system for monitoring compliance and resolution of outstanding audit recommendations and information system security risk plans of action. | |

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| Duty 4 **General Summary of Duty 4 % of Time 10%**  Provide support to the Division regarding information security access responsibilities and other duties as assigned. |
| **Individual tasks related to the duty.**   * Administrative tasks related to the day-to-day operation of the Division. * Assist with the identification of risks to the security of Department records. * Participate in the Department’s information technology initiatives to ensure that new processes or systems meet high standards and do not jeopardize Department records or assets. * Analyze, assess, and report on complaints involving the misuse of information or technology resources. |

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| 16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.  Decisions made within existing Department, State Budget Office, or DTMB policies and procedures.  Decisions made within existing Department policies and procedures. | | | |
| 17. Describe the types of decisions that require your supervisor’s review.  Decisions that impact Department, Administration, or Division policies and procedures. Implementation of security practices found to be in non-compliance with NIST and/or DTMB policies. Discovery of improper or illegal use of internal controls, Department data, or access to Department information systems. | | | |
| 18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.  Work is performed in a business office setting and/or remote work from home.  Periodic Travel to Operations Center and Secretary of State Secondary Complex.  Requires extensive use of VDT and keyboard. | | | |
| 19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
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| 20. My responsibility for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | |
| 21. *I certify that the above answers are my own and are accurate and complete*.    **Signature Date** | | | |

**NOTE: Make a copy of this form for your records.**

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| TO BE COMPLETED BY DIRECT SUPERVISOR 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?  Manager prepared. |
| 23. What are the essential duties of this position?  The essential duties of this position are to serve as a security administrator within the Department for information systems including CARS. The position functions as the security liaison to the Bureau's, Offices, and Divisions to assist in preparing information system security plans following the Michigan Security Accreditation Process. The incumbent has the responsibility for serving as an organizational liaison in the area of information security and providing consultation regarding security awareness, ongoing access management, risk assessment and data classification issues. The incumbent also serves as an organizational liaison for monitoring the resolution of audit recommendations and information system security risks. This position provides support to the Division regarding information security access responsibilities. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  The department retired the mainframe and this position no longer administers mainframe security. |
| 25. What is the function of the work area and how does this position fit into that function?  The Information Security and Control Division is responsible for providing oversight for the department’s audits, security, and internal controls associated with departmental information, programs, systems, and applications. The Division is also responsible for performing the Security Officer, Information Privacy Protection Officer, Internal Control Officer, Audit Liaison, Enterprise Information Management, and Chief Data Steward roles and responsibilities for the Department of State.  This position serves as a security administrator within the Department for information systems including CARS. The position functions as the security liaison to the Bureau's, Offices, and Divisions to assist in preparing information system security plans following the Michigan Security Accreditation Process. The incumbent has the responsibility for serving as an organizational liaison in the area of information security and providing consultation regarding security awareness, ongoing access management, risk assessment and data classification issues. The incumbent also serves as an organizational liaison for monitoring the resolution of audit recommendations and information system security risks. This position provides support to the Division regarding information security access responsibilities. |
| 26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position. |
| EDUCATION:  Possession of a bachelor’s degree in any major. |
| EXPERIENCE:  **Departmental Analyst 9** – No specific type or amount is required.  **Departmental Analyst 10** – One year of professional business and administrative experience.  **Departmental Analyst P11** – Two years of professional business and administrative experience, including one year of experience equivalent to the intermediate (10) level in state service. |
| KNOWLEDGE, SKILLS, AND ABILITIES:   * Knowledge of the principles and practices of research and analysis. * Knowledge of professional guidance related to information security/privacy and internal controls. * Knowledge of office software programs, particularly Microsoft Word, Access, Excel and PowerPoint. * Knowledge of Federal and State laws associated with information security and privacy. * Knowledge of basic internal controls. * Able to organize, evaluate and present information effectively. * Able to formulate and execute procedures and assess internal controls for a program or service area. * Able to interpret laws, rules, and regulations relative to work. * Able to communicate effectively. |
| CERTIFICATES, LICENSES, REGISTRATIONS:  Position requires incumbent be a United States Citizen and pass a thorough background investigation to comply with Public Act 7 of 2008, Public Act 23 of 2008, and the Memorandum of Agreement between the State of Michigan and the Department of Homeland Security. Position also requires incumbent possess and maintain a valid Michigan driver’s license, in accordance with agency’s driving record standards. |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
| 27. *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.* |
| **Supervisor’s Signature Date** |
| TO BE FILLED OUT BY APPOINTING AUTHORITY |
| 28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor. |
| 29. *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority’s** **Signature Date** |