

JOB DESCRIPTION



Position: Information Security Officer
Office of Information Technology Services
(Unclassified / Non-exempt)

Reports To: Executive Branch Chief Information Security Officer

Location: Office of Information Technology Services
Eisenhower State Office Building
700 SW Harrison, Rm 1015
Topeka, KS 66603

Summary:

Under general direction, is responsible for developing, implementing, and maintaining information security programs for multiple State Agencies; builds and maintains a consistent approach in securing information resources. This position will provide routine reports and briefings to agency leadership and the State Chief Information Security Officer on the posture and regulatory compliance of agency information security programs. This position will work closely with agency business units to ensure that information security efforts and controls align with business objectives to ensure the confidentiality, integrity and availability of all information resources. Ensures that organizations are aware of all applicable policy and regulatory requirements and recommendations to become or maintain compliance. This position is also responsible for assisting in the development and execution of Business Continuity Planning (BCP) and Disaster Recovery (DR) implementation.

As a representative of the Office of the Chief Information Security Officer, this position is critical in providing security services to State Agencies, Boards and Commissions, therefore excellent customer service skills are essential.

Qualifications:

Bachelor's degree from an accredited college or university

Six (6) years of IT work experience to include three (3) years of IT security work experience

One or more cybersecurity certifications (CISSP, CISM, CISA, etc.)

Equivalent combination of education and experience will be considered

Applicants for this position must pass a background investigation and maintain a security clearance

Salary:

Commensurate with experience (\$31.76 - \$47.64 Hourly, \$66,063.40 - \$99,095.10 Annually)

Benefits:

Dedicated allowance for annual training

2.5 weeks' vacation in first year

State Pension Plan

Healthcare

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. The official State position description, detailing official requirements and specifications of the position, will be found on form DA281-2 Position Description, State of Kansas, Department of Administration, Division of Personnel Services.

Due to security requirements related to system access, the following will result in disqualification for this position: Felony Convictions, Felony Deferred Adjudication, Class A Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions less than 10 years, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor).

How to Apply:

Please submit the State Employment Application form and the Tax Clearance Certificate. Applicants may complete the online Employment Application at www.jobs.ks.gov. If you prefer to mail your application to me, please send to: D of A Personnel, Attention: Kim Warren, 915 SW Harrison, Room 451, Topeka, KS 66612. If you have questions please call Kim Warren at (785) 296-4770 or TTY 711 or email me at dofapersonnel@da.ks.gov. If you do not have an applicant or employee ID number, please complete the Personal Data form at www.jobs.ks.gov.

Kansas Tax Clearance Certificate Required:

Each applicant applying for a State of Kansas job vacancy must obtain a valid and up to date Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. Applicants are responsible for submitting a valid and up to date certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03. If you need assistance with the tax clearance, please contact 785-296-3199.

Individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process.