

CAL POLY HUMBOLDT



Security Operations Analyst

ITS Information Security Office

Job #22-39

Open Until Filled

First Review Date: Monday, April 25, 2022

(Job #22-39) Confidential Tech Support I/II, Security Operations Analyst - PSL II (\$4,000 - \$10,549). Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, exempt, 12-month pay plan, permanent position with a one-year probationary period in ITS. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Now is an exciting time to join Information Technology Services as we transition to Cal Poly Humboldt! Cal Poly Humboldt has been named the state's third polytechnic institution and the first in Northern California. Backed by a historic state investment, we're adding in-demand new academic programs, building new facilities, and growing our enrollment. Cal Poly Humboldt is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. We are committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Position Summary: Come join the Cal Poly Humboldt Transformation!

The Security Operations Analyst will work with the campus Information Security Officer (ISO) to develop and manage information security compliance and operations, evaluate strategic technologies, and lead the interpretation and application of IT policy for the campus. This position will be heavily involved in building out and managing a largely student staffed Security Operations Center (SOC) that will provide monitoring, consulting, and educational services to the Cal Poly Humboldt campus and regional partners. This is an exciting opportunity to help expand Humboldt's security program and work closely with students

Key Responsibilities:

- Work with campus departments, end users, and information technology staff to help them implement, sustain and monitor security protection measures.
- Collect campus requirements, negotiate deliverables, track and report implementation progress for Information Security elements of the Cal Poly Implementation Plan. Communicate progress to ITS leadership and campus executives.
- Maintain inventory of information security services and solutions.
- Support the regional Information Security Awareness Training Program, coordinated by the Information Security Officer, by conducting training sessions and developing materials for operational topics.
- Help build and coordinate Northcoast Cybersecurity.

Knowledge, Skills, and Abilities Associated with this Position Include:**Skill Level I**

- Knowledge of system management and security/control procedures.
- Knowledge of data communication network architecture, configuration, protocols, and interfaces.
- Ability to work with users to understand security needs and evaluate the level of security required.
- Demonstrated commitment to acting with integrity and objectivity.

In additional to the above, Skill Level II also includes:

- Ability to evaluate the adequacy of controls and security measures.
- Strong decision-making skills and ability to work under pressure.
- Demonstrated cultural humility, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students, faculty, and staff.

Minimum Qualifications: To enter this classification at position skill level I, a basic foundation of knowledge and skills in computer programming and software development, information processing, systems analysis, technical information equipment and systems, and/or application program packages and related technical functions is a prerequisite. This foundation normally would be obtained through a bachelor's degree in computer science, information systems, educational technology, communications, or related fields, or similar certified coursework in applicable fields of study. Foundation knowledge and skills may include working knowledge of common software application packages, equipment platforms, reference database systems and sources, and training methods and a basic understanding of networks, data communications, and multimedia systems.

Preferred Qualifications:

- Bachelor's or advanced degree in an appropriate area of expertise (e.g., Computer Science, Software Engineering, MIS, or related discipline).
- Certified Ethical Hacker, Certified Information Systems Security Professional (CISSP), Global Information Assurance Certification (GIAC) or equivalent professional certification in information or technology security.
- Experience developing technical standards, procedures, and guidelines.
- Knowledge of access control requirements, models, and techniques.
- Knowledge of specific domains as they apply to information protection: physical security, telecommunications and network technology, cryptography, application and system development, change management.
- Ability to maintain current knowledge of laws, policies, and contractual requirements and interpret their applicability in the context of a complex organization.
- Ability to articulate to a non-technical audience the implications and tradeoffs associated with information security risks.

- Ability to develop, interpret, implement and articulate plans for tracking and improving security posture.
- Proven experience implementing processes that span functional or organizational areas.
- Experience giving presentations and training.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- Cal Poly Humboldt Employment History Form (Cal Poly Humboldt Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the Cal Poly Humboldt Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/105049>

Application Deadline: This position will remain open until filled. The first review date is on Monday, April 25, 2022.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or Cal Poly Humboldt's Human Resources Office at (707) 826-3626.

Cal Poly Humboldt sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). Cal Poly Humboldt was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

Cal Poly Humboldt is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Cal Poly Humboldt is part of the 23-campus California State University system and one of only three polytechnic universities in the system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, Cal Poly Humboldt is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,500. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Working in the state of California is a condition of employment for this position. Even if part or all of an employee's assignment can be performed remotely, the employee must maintain a permanent residence in the state of California. The employee must be able to accept on-campus work assignment, as assigned, and come to campus when needed.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to hr@campus.edu.

Cal Poly Humboldt hires only individuals lawfully authorized to work in the United States. In compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, California Education Code section 67380, and the Higher Education Opportunity Act (HEOA), the Cal Poly Humboldt Annual Security Report is available at: <https://clery.humboldt.edu/content/annual-security-reports>.

CAL POLY HUMBOLDT IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (e.g. H1-B VISAS)

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. Satisfactory completion of a background check (including a criminal records check, employment verification, and education verification) is required for employment. Cal Poly Humboldt will issue a contingent offer of employment to the selected candidate, which may be rescinded if the background check reveals disqualifying information, and/or if it is discovered that the candidate knowingly withheld or falsified information. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Failure to satisfactorily complete or adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Cal Poly Humboldt is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Cal Poly Humboldt can be found at www.humboldt.edu.

Cal Poly Humboldt is a Title IX/Affirmative Action/Equal Opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. Mandated Reporting: This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 1173

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See more photos at [Cal Poly Humboldt's Flickr page](#).