

INFORMATION SECURITY COMPLIANCE ANALYST

DEFINITION

Plans and conducts analysis of all IT security-related compliance activities within the Information Technology Division's (ITD) control environment including information security, data privacy, IT controls over financial reporting, contracts, business continuity, identity management, user access and data integrity.

TYPICAL DUTIES

Maintains a compliance control program and use it to continuously identify, document, assess, monitor, test, and assign compliance controls within ITD's compliance control environment. Liaises with internal and external entities in support of IT compliance-related documentation requests, reports, corrective actions, interpretations, assurances, investigations, contract reviews, projects, incident response, and other IT actions subject to compliance requirements. Collects, analyzes, and tracks IT compliance data from various functional units in a relational database in order to develop and maintain dashboards that provide visibility into the operational effectiveness of the compliance program. Creates IT compliance training and awareness content and train stakeholders on their responsibilities related to their role, and certifies their compliance. Analyzes and compares the District's IT security policies, procedures, and standards to the District's actual practices to identify any areas of noncompliance and work across functional lines to communicate findings and assign appropriate controls to business owners. Evaluates essential IT contracts and agreements to document non-compliance with terms and conditions that may negatively affect the confidentiality, integrity or availability of IT services and assets. Monitors, assesses, and reports compliance with internal controls over financial reporting including but, not limited to segregation of duties, authorizations, access control, and general IT controls related to the confidentiality, integrity, and availability of financial data. Inventories, analyzes, and evaluates new, current and proposed IT-related regulations, laws, Board Rules, internal policies, procedures, practices, security standards, IT assets, and any affected parties to determine compliance requirements and impacts to the District. Drafts new and maintains existing IT-related policies and their controls based on relevant changes in the IT control environment and risk assessments. Maintains an annual schedule of IT security policy and procedure reviews and submit for approval. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Information Security Compliance Analyst conducts comprehensive assessments of IT security operations to ensure that reasonable measures are taken to comply with applicable laws, regulations, external security frameworks, and Board Rules and ITD policies.

The Information Security Risk Manager conducts comprehensive assessments of IT assets and services to identify and manage risks that may negatively impact the delivery of IT services and interrupt District operations.

An IT Security Analyst I performs a variety of technical assignments in an effort to protect information assets by testing and evaluating systems; identify and document vulnerabilities, and raises awareness of information security initiatives and practices.

SUPERVISION

General supervision is received from the Information Security Risk Manager. Work direction may be exercised over lower level personnel.

CLASS QUALIFICATIONS

Knowledge of:

Compliance frameworks and processes that assist organizations in establishing, assessing, and enhancing internal controls and addressing applicable obligations such as standards, policies, procedures, contracts, laws, and regulations
Communication, education, and training practices for promoting a culture of compliance throughout the organization
Compliance program administration activities such as integration of compliance into business operations, annual compliance work plans, benchmarking, reporting, and maintaining knowledge of relevant laws and regulations
Reporting systems for monitoring and auditing the effectiveness of internal compliance programs
Compliance investigation and response methods and procedures
Basic principles and procedures of cost analysis and control, budgeting accounting, auditing, contract law and public purchasing
Principles and practices of business and public administration particularly as related to organization and management, planning, research, budgetary and fiscal practices, material acquisition, purchasing, and contracting
Methods, procedures and techniques of research, record development and management, data collection, statistical and financial analysis research and report presentation
Data processing systems and programs as they relate to purchasing and finance activities
Information Technology environments, enterprise resource planning and auditing procedures
Enterprise Risk Management
Performance Management and Performance Measurement systems
Microsoft Windows operating system and relevant software
Microsoft Office applications including but not limited to Word, Excel, PowerPoint, and Visio

Ability to:

Audit, organize, and process information to ensure compliance with internal and external control requirements and exercise good judgment in making decisions
Maintain and apply knowledge of relevant standards, policies, procedures, contracts, laws, and regulations to the needs of the Information Technology Division
Understand, interpret, and apply laws, rules, regulations, policies, and procedures and develop appropriate internal controls.
Perform IT compliance assessments and develop and submit compliance reports.
Interpret and analyze audit results and findings and describes the overall impact to subject matter experts
Communicate effectively both verbally and in writing
Problem solve and work within established timeframes to deliver timely results with minimal supervision
Establish and maintain effective working relationship with District personnel and external stakeholders
Conduct meetings and give effective presentations
Work with a wide variety of financial, contract, and computer systems
Maintain confidentiality, impartiality and objectivity

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree. A degree in legal studies, computer science, information systems, business or public administration, or a related field is preferable.

Experience:

Two years of experience performing compliance assessments for a large organization. Compliance assessment experience must have included two of the following areas: implementation of policies and procedures, conducting compliance trainings, compliance monitoring and auditing, and taking corrective actions. Experience in an IT environment is preferable.

Special:

Certified Compliance and Ethics Professional (CCEP), Certified Authorization Professional (CAP), Certified Security Compliance Specialist (CSCS), Certified Information Systems Auditor (CISA), or equivalent certifications are preferable.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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