

# **Killeen Independent School District**

## **Job Description**

**Job Title:** Cybersecurity Analyst  
**Reports To:** Cybersecurity Coordinator  
**FLSA Status:** Exempt

### **SUMMARY**

Evaluates, analyzes and identifies the severity of alerts coming into the district and responds appropriately. Monitors district computer networks for security issues, installs security software, and documents any security issues or breaches found.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to:

- Monitor computer networks for security issues.
- Investigate security breaches and other cybersecurity incidents.
- Install security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs.
- Document security breaches and assess the damage they cause.
- Work with the security team to perform tests and uncover network or system vulnerabilities.
- Fix detected vulnerabilities to maintain a high-security standard.
- Stay current on IT security trends and news.
- Develop district-wide best practices for IT security.
- Perform penetration testing.
- Help colleagues install security software and understand information security management.
- Research security enhancements and make recommendations to management.
- Stay up-to-date on information technology trends and security standards.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience in information security or related field.
- Experience with computer network penetration testing and techniques.
- Experience analyzing security breaches to identify the root cause.
- Manage the negative effects of an attack or breach, from minimizing the impact to altering security controls for future prevention.
- Understanding of firewalls, proxies, SIEM, antivirus, and IDPS concepts.
- Ability to identify and mitigate network vulnerabilities and explain how to avoid them.
- Verify the security of third-party vendors and collaborate with them to meet security requirements.

Understanding of patch management with the ability to deploy patches in a timely manner while understanding business impact.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in computer science or related field with two years' cyber security experience OR at least three years of cyber security experience. Security certification (CEH, Security+, CISSP, CySA+, CISM, or CISA) preferred.

### **OTHER QUALIFICATIONS**

Experience working with restricted information and the aptitude in maintaining the integrity of sensitive data.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, to write reports, business correspondence, and procedure manuals, and to effectively present information and respond to questions from administrations, principals, staff, and general public.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions, to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

### **OTHER SKILLS AND ABILITIES**

Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools. Ability to use a variety of operating systems, security tools, report writing and project management tools, and to work independently or in a team environment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel, reach with hands and arms, walk, talk and hear. The employee must regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Regular district-wide travel to multiple campuses as required. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

**Revised Date:** September 20, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.