# New York City Employees' Retirement System
# Job Vacancy Notice CITYWIDE

**Civil Service Title:** Certified IT Administrator (LAN/WAN), Level 2          **Salary:** $82,884- $95,317 (Annual)

**Title Code:** 13652

**Division:** Information Technology          **Unit**: Information Security

**Job Description:**

This Position encompasses highly technical responsibilities for the analysis, design, development, implementation, troubleshooting, enhancement, maintenance and security of NYCERS' system as an Information Security Analyst, the candidate will assist in the development, maintenance and architecture of security policies and procedures in coordination with the Information Security Assurance Manager. Prepares Status reports, performs security risk assessments and gap analysis scenarios to identify security weaknesses and propose remediation controls.
Conducts scheduled recertification of system and data access throughout the agency.
 Reviews event logs with team on a scheduled basis or as generated to identify security violations or attempts and reviews event logs with team on a scheduled basis or as generated to identify security violations or attempts and report findings to team and Information Security Assurance.  Maintain and support the Information Security Management Program for the agency systems.
Monitors and Audits Access Control procedures for agency authentication and authorization processes.
Assist in conducting security audits and vulnerability assessments to assess internal security procedures and compliance requirements.
Conducts independent risk assessments and analysis on major projects, administering and coordinating the Agency Incident Responses Exercise, Security Awareness/Phishing Campaign and supporting the agency threat management program.
Maintain Logging and monitoring standards, technical investigative techniques and reporting.
Maintain project scheduling and task follow on security initiatives Test and implements and supports information security solutions.

MINIMUM REQUIREMENTS ARE ATTACHED

**New York City residency is not required.**

**NYCERS is an Equal Opportunity Employer.**

**<span style="color:red">Applicants must be permanent Certified IT Administrator (LAN/WAN) or reachable on the Certified IT Administrator (LAN/WAN), Exam No. 6049 list.</span>**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING Job Posting ID number 009-19-0032 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID#: 374710**
**ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 374710**

**DATED: 11/19/2018          POST UNTIL: Until Filled          NYCERS POSTING NUMBER:
                                                                                              009-19-0032**

**Preferred Skills and Experience:**

- Valid holder of one of the following: SSCP, CISSP, CCNA Security, CEH or Security +.
- In addition, Candidate should have a technical background in IPS/IDS and next generation firewalls, log management, network architecture, endpoint security, encryption methodologies and experience with incident response operations.
- Minimum of 1 to 3 years of Information Security experience required

**Minimum Qualification Requirements:**

Professional/vendor certification(s) in local area network administration that is required for the position to be filled. In addition, all candidates must have the following:

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in local area network and/or wide area network planning, design, configuration, installation, implementation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; or

2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been as described in "1" or

3. A satisfactory equivalent of education and/or experience equivalent to "1" or "2" above. Education may be substituted for experience on the basis that 30 undergraduate semester credits from an accredited college is equivalent to 6 months of experience. A master's degree in computer science or a related field from an accredited college may be substitute for one year of experience. However, all candidates must have at least one year of satisfactory (not classroom based) full-time information technology experience as described in "1" above.

**Note**:  In addition to meeting the minimum Qualification Requirements: Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environments(s) in which they may be assigned to work, as determined by the employing agency.

**Note**:
This position is open to qualified persons with a disability who are eligible for the 55-a Program.  Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.