

# Computer Systems Security Officer

Designs, tests, and implements state-of-the-art secure operating systems, networks, and database products. Conducts risk assessment, and provides recommendations for application design. Involved in a wide range of security issues including architectures, firewalls, electronic data traffic, and network access. Uses encryption technology, penetration and vulnerability analysis of various security technologies, and information technology security research. May prepare security reports to regulatory agencies. Provides information security certification and accreditation support for all applications, systems and networks in accordance with appropriate policies and requirements. Drafts accreditation support documentation. Reviews and implements security policies and procedures. Coordinates hardware and software purchases, movement into and out of classified areas, and customer approvals. Safeguards the network against unauthorized infiltration, modification, destruction or disclosure. Conducts virus incident response and clean up. Performs system analysis and vulnerability studies. Develops, tests, and operates firewalls, intrusion detection systems, enterprise anti-virus systems and software deployment tools. Provides information security certification and accreditation support for all applications, systems and networks in accordance with appropriate policies and requirements. Drafts accreditation support documentation. Reviews and implements security policies and procedures. Coordinates hardware and software purchases, movement into and out of classified areas, and customer approvals. Safeguards the network against unauthorized infiltration, modification, destruction or disclosure. Conducts virus incident response and clean up. Performs system analysis and vulnerability studies. Develops, tests, and operates firewalls, intrusion detection systems, enterprise anti-virus systems and software deployment tools. Serves as Information Systems Security Manager (ISSM) for one or more classified programs. Performs security tasks required by the National Industrial Security Operating Manual (NISPOM) and Director of Central Intelligence Directives (DCID's) for the administration and safeguarding of U.S. and foreign government classified information as it pertains to classified networks, standalone computer systems, and data encryption. Provides analysis, design, specifications, procedures, software or other technical support to the Security Department on classified networks, standalone computer systems, and data encryption. Implements and ensures compliance with applicable laws, Government regulations, customer requirements and company policies.

Level 1		Level 2		Level 3		Level 4	
Computer Systems Security Officer I		Computer Systems Security Officer II		Computer Systems Security Officer III		Sr. Computer Systems Security Officer	
Knowledge	Knowledge of United States Government security rules and regulations, including Department of Defense, Department of Energy, and the Intelligence Community in regard to classified Information systems. Extensive knowledge of VC's security policies and procedures.	Extensive knowledge of United States Government security rules and regulations, including Department of Defense, Department of Energy, and the Intelligence Community in regard to classified Information systems. Extensive knowledge of VC's security policies and procedures.		Extensive knowledge of United States Government security rules and regulations, including Department of Defense, Department of Energy, and the Intelligence Community in regard to classified Information systems. Extensive knowledge of VC's security policies and procedures.		Extensive knowledge of United States Government security rules and regulations, including Department of Defense, Department of Energy, and the Intelligence Community in regard to classified Information systems. Extensive knowledge of VC's security policies and procedures.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies, standardized practices and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of difficult problems. May refer to established precedents and policies. Solutions are imaginative, thorough, practicable, and consistent with organization objectives.		Develops solutions to problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions and/or guidance from more senior functional staff.	Works under general supervision. Follows established procedures. Work is reviewed for soundness of judgment, overall adequacy and accuracy.		Works under only general direction. Exercises some latitude in determining objectives and approaches to assignments. Completed work is reviewed for desired results.		Work is performed without appreciable direction. Exercises some latitude in planning, scheduling and arranging own activities in accomplishing objectives. Independently determines and develops approach to solutions. Work is reviewed for desired results.	
Impact	Contributes to the completion of routine task-related activities. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of ability to use Information Systems for classified use.	Contributes to the completion of milestones associated with specific projects. Failure to achieve results and/or erroneous decisions or recommendations may cause delays in program schedules and may result in the allocation of additional resources. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of ability to use Information Systems for classified use.		Contributes to the completion of specific programs and projects. Exerts some influence on the overall objectives and long-range goals of the organization. Failure to obtain results and/or erroneous decisions or recommendations would typically result in serious program delays and considerable expenditure of resources. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of ability to use Information Systems for classified use.		Plans and conducts assignments, generally involving more than one project. Errors in judgment and/or failure to achieve results would typically result in the expenditure of company resources and serious program delays. Failure to satisfactorily perform this job may result in the loss of government contracts involving classified materials or the loss of ability to use Information Systems for classified use.	

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Computer Systems Security Officer I		Computer Systems Security Officer II		Computer Systems Security Officer III		Sr. Computer Systems Security Officer	
Liaison	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.	Internal contact with all employees and levels of management. Externally deals with government security inspectors, representatives, and visitors. Represents organization or location as the prime security contact. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations and headquarter's security personnel.
Education and Experience	3+ years of directly related experience with Bachelor's Degree in Computer Science, Applications or Business Administration.	5+ years of directly related experience with Bachelor's Degree in Computer Science, Applications or Business Administration. Professional Certification Required.	8+ years of directly related experience with Bachelor's Degree in Computer Science, Applications or Business Administration. Professional Certification Required.	8+ years of directly related experience with Bachelor's Degree in Computer Science, Applications or Business Administration. Professional Certification Required.	8+ years of directly related experience with Bachelor's Degree in Computer Science, Applications or Business Administration. Professional Certification Required.	10+ years of directly related experience with Bachelor's Degree in Computer Science, Applications or Business Administration. Professional Certification Required.	10+ years of directly related experience with Bachelor's Degree in Computer Science, Applications or Business Administration. Professional Certification Required.