THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Director, Information Technology Security
JOB CODE: NEW
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Information Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL:

The Director, Information Technology Security is accountable for the enterprise-wide Information Technology security policy, as well as strategy, operations, and capability enhancements. This role oversees and coordinates security initiatives and works closely with district, business, and functional leaders. The Director, IT Security will provide the vision and leadership necessary to manage risk to the organization and will ensure business alignment, effective governance, system and product availability, integrity and confidentiality.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Information Technology Security shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- Create and oversee the successful execution of the Security Roadmap for the District including core objectives, requirements, initiatives, roles and responsibilities to ensure alignment with the District's business strategy.
- Oversee the approval, training, and dissemination of security policies, standards and practices.
- Develop and maintain a highly qualified staff of information security professionals across the enterprise.
- Develop and enhance the information security management and control framework in accordance with appropriate information security industry standards.
- Manage the framework for roles and responsibilities with regard to information ownership, classification, accountability and protection.
- Coordinate and monitor internal/external audits and risk assessments.
- Define and report on information security metrics.
- Oversee ongoing security monitoring and continuous improvement of information systems.
- Direct the implementation of security controls, standards, policies and procedures to ensure continuous monitoring and protection of information systems and physical property.
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories in support of short and long-range goals as related to the position responsibilities.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to increase the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:
- An earned bachelor's degree from an accredited institution.
- A minimum of eight (8) years, within the last ten (10) years, of experience in the field related to the title of the position, including at least five (5) years supervisory experience in the administration of information/education technology systems.
- Prior experience managing multiple projects, which includes responsibility for budget.
- Progressively more responsible work experience in the design, planning, integration, and installation of security systems and end-user devices.
- Effective verbal and written communication skills.
- Computer skills as required for the position, including experience developing and maintaining technology standards and complex, detailed records.

PREFERRED QUALIFICATIONS & EXPERIENCE:
- An earned master's degree from an accredited institution.
- A minimum of ten (10) years within the last twelve (12) years of experience in the field related to the title of the position.
- Certified Information Security Manager (CISM) or Certified Information Systems Security Professional (CISSP) Certification.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Interact with Senior Management and department heads as it relates to IT security projects for their respective areas. Communicate with federal agencies such as the Department of Education and Schools and Library Division with regards to compliance issues. Interact with principals, department heads and technology vendors as it relates to IT security.

PHYSICAL REQUIREMENTS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board Policy.

Board Approved: 6/15/2016

Position Factor Listing

Director, Information Technology Security

Point Range: 1045 – 1214

Position Factors

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1. <u>Knowledge</u>: Combined required **minimum education/experience for competent performance**

		Experience Range - Years	
<u>Education</u>	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	**3**
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

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2.   <u>Human Relations Skills</u>: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	**4**
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

*Definitions
1 – Immediate workgroup   **2 –** Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents   **4 –** Superintendent, School Board; critical external parties

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3.   <u>Problem Solving:</u> Thinking environment to perform job duties

A.   Follow established routine and well-defined patterns
B.   Some analysis; known solutions
C.   Apply established principles; determine method
D.   Follows broad policies; known objectives
E.   Establish policies based on goals/strategies

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4.   <u>Decision Making Freedom:</u> Freedom to take action

A.   Follows instructions; refer decisions to a higher authority
B.   Occasional independent action; interpret practices/procedures
C.   Independence within specialty area; report progress
D.   Frequent independent action; may impact other areas
E.   Regular independent action; follows broad policies

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5.   <u>Position Impact:</u> Degree of job impact on the District

A.   Minor to total organization; moderate to work unit
B.   Advisory to work unit; used by others to take action
C.   Substantial support, advice, and counsel to work unit
D.   Substantial direct impact on unit's results
E.   Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
C3	C4	D	D	D

POSITION TITLE: Assistant Director, ERP Technical Services
JOB CODE: W-030
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Business Applications ~~Director, ERP Project Management~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:
The Assistant Director, ERP Technical Services ~~Ensure~~ ensures the reliability of district-wide system performance by providing leadership to assigned staff. This role is responsible for ~~to~~ aligning processes and systems with the needs of the end-users and ~~accommodate~~ accommodating designed processes within the technical architecture of the ERP (Enterprise Resource Planning) systems.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Assistant Director, ERP Technical Services shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of their duties.
- ~~ensure the District's capability to administer~~ Provide oversight and ensure compliance with the District's policies, legal and fiscal/budget requirements, collective bargaining agreements, and personnel administration by assisting management in implementing accurate and effective processes, according to the enterprise resource plan of work practices.
- Manage ~~manage~~ the design, implementation and maintenance of multiple ERP application instances (development, testing, training and production) that comprise the system environment.
- Introduce ~~introduce~~ technical changes (including support packages, kernel upgrades, and system upgrades) into the technical environment using a structured approach that minimizes risk and achieves high reliability, availability and performance of each ERP application instance.
- Support ~~support~~ application developers and functional team leaders.
- Research ~~research~~ and analyze alternative technical solutions, determine optimal solutions, ~~given the resources available~~ based on the availability of resources, and provide clear written and/or verbal documentation for the rationale.
- Lead ~~lead~~ and coordinate the assigned technical team in the integration of technical services within, and in conjunction with, the ERP application.
- Provide ~~provide~~ hardware/software evaluation and planning, including capacity planning for upgrade of servers or file systems. Lead the installation and removal of application servers as required.
- Coordinate ~~coordinate~~ the administration of the ERP application instance(s) and develop client strategy.
- Ensure ~~ensure~~ optimum system performance by planning and coordinating the execution of system tuning strategies.
- Ensure ~~ensure~~ the creation and maintenance of system administrative jobs, such as spool reorganizations, job log reorganizations, and security profile synchronization.
- Implement ~~implement~~ and monitor system Service Level Agreements.
- Establish ~~establish~~ outside vendor relationships in support of systems development efforts.
- Direct ~~direct~~ the deployment of front-end software.
- Manage ~~manage~~ system backup and recovery procedures (weekly and in accordance with disaster recovery).
- Coordinate ~~coordinate~~ the maintenance and upgrade of router services, to allow vendors supporting the ERP application to access ~~BCPS~~ Broward County Public Schools systems and resolve problems.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.

- Participate ~~participate successfully~~ in training programs offered to <u>enhance</u> ~~increase~~ the individual's skill<u>s</u> and proficiency related to the <u>job responsibilities</u> ~~assignments~~.
- <u>Review</u> ~~review~~ current developments, literature, and technical sources of information related to job responsibilities.
- <u>Ensure</u> ~~ensure~~ adherence to ~~good~~ safety <u>rules and</u> procedures.
- <u>Follow</u> ~~follow~~ federal and state laws, as well as School Board policies.
- <u>Perform</u> ~~perform~~ other duties as assigned by the <u>immediate supervisor or designee</u> ~~Director Business Applications Director, ERP Project Management or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- <u>A minimum</u> ~~Minimum~~ of ~~ten (10)~~ <u>eight (8)</u> years, <u>within the last ten (10) years</u>, of experience and/or training in the field related to the title of the position, including at least <u>five (5)</u> ~~three (3)~~ years supervisory experience in the administration of enterprise systems.
- ~~Excellent leadership, supervisory, technical and communication (written and oral) skills are required. This job performs duties of a non-routine nature and requires the skills enabling the exercise of independent judgment in the performance of duties.~~
- <u>Prior leadership experience, with demonstrated effectiveness in managing a team of direct reports.</u>
- <u>Effective verbal and written communications skills.</u>
- Computer skills as required for the position, including prior experience in system administration, enterprise portals, security administration, and business warehouse.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- <u>Five (5) years of experience as an SAP Basis Administrator with responsibilities for configuring, monitoring, tuning, and troubleshooting the SAP technical environment on an ongoing basis.</u>
- <u>Experience managing the scheduling and execution of the SAP transport system, including resolving SAP transport program and source code report issues.</u>
- <u>Experience with the installation, upgrade, and maintenance of SAP systems.</u>

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Frequently coordinates with departmental management across the District in planning and implementing services that meet user needs; frequently meets with vendors of technology solutions to determine effective applications for the District. Periodically works with senior management on specific design issues on the system's technical infrastructure.

PHYSICAL REQUIREMENTS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board Policy.

Board Adopted: 6/20/06
Revised: 01/22/10
2009-2010 Organizational Chart

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager, Information Security
JOB CODE: R-046
CLASSIFICATION: Exempt
SALARY BAND: C
BARGAINING UNIT: ESMAB
REPORTS TO: Director, Information Technology Security ~~Director, ERP~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:
The Manager, Information Security is responsible for ~~Safeguard~~ safeguarding Broward County School District's electronically stored information against accidental or unauthorized modification, destruction, or disclosure, by analyzing the information security environment, developing security measures and standards, and creating disaster recovery and business continuity plans.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Manager, Information Security shall carry out the performance responsibilities listed below.
- This position does not have supervisory responsibilities.
- Develop ~~develop~~ a comprehensive strategy to protect information assets.
- Develop ~~develop~~ and publish information security policies and guidelines.
- Provide ~~provide~~ assistance to schools and departments in the creation of disaster recovery and business continuity plans.
- Work ~~work~~ with outside vendors to conduct annual independent security audit and threat analysis.
- Review ~~review~~ all new or planned changes in applications and infrastructure for compliance to the information security policies and guidelines.
- Develop ~~develop~~ education and awareness programs on the need for data backup, recovery and archiving.
- Develop ~~develop~~, maintain and annually test the District's off-site disaster recovery plan.
- Monitor ~~monitor~~ changes in legislation, state and federal rules for school applicability.
- Assist ~~assist~~ in developing protocols and standards for single sign-on.
- Chair ~~chair~~ the Information Security Committee.
- Maintain ~~maintain~~ knowledge of current information security and business continuity best practices.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and non-discrimination policies of ~~the The~~ School Board of Broward County, Florida.
- Participate ~~participate successfully~~ in the training programs offered to enhance ~~increase~~ the individual's skills and proficiency related to the job responsibilities ~~assignments~~.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities ~~responsibility~~.
- Ensure ~~ensure~~ adherence to ~~good~~ safety rules and procedures.
- Follow ~~follow Federal and State~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the immediate supervisor or designee. ~~Director, Information Technology Security Director, ERP or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:
- An earned bachelor's degree from an accredited institution.
- A minimum ~~Minimum~~ of six (6) years, within the last ten (10) years, of progressively more responsible experience and/or training in the field related to the title of the position, including at least three (3) years of information security experience in one of the following areas: ERP Systems, Perimeter Defense, Identity Management/Directory Services.
- ~~A minimum of three (3) years of information security experience in one of the following areas: ERP Systems, Perimeter Defense, Identity Management/Directory Services.~~
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:
- ~~Prefer technology degree~~ Degree major in technology with concentration in Information Security Management.
- Bilingual skills ~~preferred~~.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Frequently works with district and school-based administrators at all levels; periodically works with senior managers and ~~area offices~~ cadre directors, to ensure appropriate information security needs are being met and maintained.

PHYSICAL REQUIREMENTS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board Policy.

Board Adopted: 4/26/05
Revised: 10/25/2012
Organizational Chart: 2012-2013

POSITION TITLE: Systems Analyst IV
JOB CODE: RR-035
CLASSIFICATION: Exempt
PAY GRADE: 26
BARGAINING UNIT: BTU-TSP
REPORTS TO: <u>Director as assigned</u> ~~Director or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:
<u>The Systems Analyst IV is responsible for supporting</u> ~~Support~~ the design, documentation and implementation of applications in support of the <u>Broward County Public</u> School District's Technology Plan.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Systems Analyst IV shall carry out the performance responsibilities listed below.
- Supervise staff as assigned in the performance of their duties.
- <u>Analyze</u> ~~analyze~~ and document user requirements for ~~specific~~ projects<u>,</u> as assigned.
- <u>Assist</u> ~~assist~~ in the design of enhancements to ~~specific~~ existing systems and prepare program specifications for ~~specific~~ projects as assigned.
- <u>Coordinate</u> ~~coordinate~~ the activities (maintenance and development) for ~~specific~~ <u>assigned</u> projects within an application area.
- <u>Work</u> ~~work~~ closely with programmers and end-<u>users</u> to test and validate that enhancements meet user requirements.
- <u>Coordinate</u> ~~coordinate~~ the development of systems documentation for ~~specific~~ projects as assigned (systems flow charts, instructional manuals, logic diagrams, data dictionary entries, etc.).
- <u>Perform</u> ~~perform~~ and promote all activities in compliance with <u>the</u> equal employment and nondiscrimination policies of The School Board of Broward County, Fl<u>orida</u>.
- <u>Participate</u> ~~participate, successfully,~~ in the training programs offered to <u>enhance</u> ~~increase~~ the individual'~~s~~ skill<u>s</u> and proficiency related to the <u>job responsibilities</u> ~~assignments~~.
- Review current developments, literature and technical sources of information related to job <u>responsibilities</u> ~~responsibility~~.
- <u>Ensure</u> ~~ensure~~ adherence to ~~good~~ safety <u>rules and</u> procedures.
- <u>Follow</u> ~~follow~~ federal and state laws, as well as School Board policies.
- <u>Perform</u> ~~perform~~ other duties as assigned by the ~~Director~~ <u>immediate supervisor</u> or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:
- An earned associate's degree ~~in computer science, computer information systems, management information systems, or related field~~ from an accredited institution.
- Minimum of ~~eight (8)~~ <u>seven (7)</u> years, within the last ~~thirteen (13)~~ <u>ten (10)</u> years, of experience in a related field, including developing, documenting and implementing systems analysis projects.
- ~~Demonstrated~~ <u>Prior</u> experience in a project leadership role.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in computer science, computer information systems, management information systems or related field from an accredited institution.
- ~~Minimum of six~~ Six (6) years, within the last ~~eleven (11)~~ ten (10) years, of experience developing, documenting and implementing systems analysis projects.
- Bilingual skills ~~preferred~~.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Communicates regularly with employees throughout the District using tact and good judgment to complete assigned projects.

PHYSICAL REQUIREMENTS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/6/86 &
Adopted: 2/19/86
Item G-7: 11/6/86
Realigned: 4/12/94 & 3/19/96
Title Change: 6/17/97
Alignment Title Change: 4/13/99; 3/19/2002; 4/01/03
Board Adopted: 12/16/03*
Reporting Relationship Changed: 7/1/04
Revised: 6/17/05
Revised: 5/9/06
Board Approved: 12/17/13
Board Adopted: 1/22/14

POSITION TITLE: Senior Telecommunications Analyst
JOB CODE: RR-033
CLASSIFICATION: Exempt
PAY GRADE: 25
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director, Technical Support Services ~~Director or designee~~
CONTRACT YEAR: Twelve Months

POSITION GOAL:
The Senior Telecommunications Analyst is responsible for providing ~~To provide~~ operationally sound and cost effective solutions in the areas of installation and services of highly sophisticated telecommunications equipment and facilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:
The Senior Telecommunications Analyst shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of their duties.
- Establish ~~establish~~ uniform telephone wiring and cable policies and procedures. Perform telephone moves and changes using software tools where possible, and provide oversight of physical moves or changes.
- Provide economic and functional analysis of telecommunications facilities and services within the sphere of the job, to ensure the most cost effective telecommunications solutions.
- Responsible ~~responsible~~ for review of new construction designs to ensure the proper provisioning of telecommunications wiring and cable facilities ~~to~~ in support of voice and data requirements.
- Maintain ~~maintain~~ telecommunications equipment and facilities inventories. Diagnose and resolve telecommunications equipment problems.
- Develop ~~develop~~, evaluate and negotiate third party vendor contracts to provide telecommunications services as ~~may be~~ required to operate and maintain the telecommunications systems supporting the Broward County School System. Manage ~~manage~~ third party vendor contracts, as they pertain to the telecommunications system supporting the Broward County School system.
- Perform ~~perform~~ and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate ~~participate, successfully,~~ in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
- Review ~~review~~ current developments, literature and technical sources of information related to job responsibilities.
- Ensure ~~ensure~~ adherence to good safety rules and procedures.
- Follow ~~follow~~ federal and state laws, as well as School Board policies.
- Perform ~~perform~~ other duties as assigned by the immediate supervisor or designee. ~~Director, Technical Support Services director or designee~~.

MINIMUM QUALIFICATIONS & EXPERIENCE:
- An earned associate's degree ~~in computer science, engineering or related field~~ from an accredited institution.
- A minimum ~~Minimum~~ of seven (7) years, within the last ~~twelve (12)~~ ten (10) years of experience in a network-based or telecommunications work environment, including at least five (5) years in system planning, system/network design, procurement and implementation in large IP Telephony (Internet Protocol Telephony), PABX (Private Automatic Branch Exchange) or Central Office support environments.
- ~~Certifications required in voice systems, data communications, and communications network design. Demonstrated proficiencies in current technologies required~~.

PREFERRED QUALIFICATIONS & EXPERIENCE:
- An earned bachelor's degree in computer science, engineering or related field from an accredited institution.
- Minimum of five (5) years, within the last ten (10) years, of experience in a network-based or telecommunications work environment.
- <u>Certification in voice systems, data communications, and communications network design. Demonstrated proficiencies in current technologies.</u>
- ~~Prefer experience in voice and data communications, at least five (5) of which have been in system planning, system/network design, procurement and implementation in large IP Telephony, PABX or Central Office support environments.~~

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:
Communicates frequently with employees throughout the District, using tact and good judgment, to complete assigned projects.

PHYSICAL REQUIREMENTS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:
Performance will be evaluated in accordance with Board Policy.

Board Approved: 10/3/85 &
Adopted: 10/17/85
Item G-7: 11/6/86
Board Approved: 12/17/13
Board Adopted: 1/22/14