

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resource Department

909 Packerland Drive  
Green Bay, WI 54303

#### APPLY ONLINE AT:

<http://oneida-nsn.gov>



#### OR MAIL TO:

Human Resource  
Department

P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

### SECOND POSTING TO ALL APPLICANTS

**POSITION TITLE:** Information Security Analyst  
**POSITION NUMBER:** 02474  
**DEPARTMENT:** MIS – InfoSec  
**LOCATION:** Various  
**DIVISION:** Internal Services  
**RESPONSIBLE TO:** Director of MIS  
**SALARY:** E08 Salary Range: \$32.01-\$51.21 Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** January 27, 2016  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** February 3, 2016  
**Proposed Start Date:** As soon as possible

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### POSITION SUMMARY

This is a midlevel position responsible for providing day to day support of the Oneida Tribe's security solutions and assisting senior staff with the implementation of security solutions, creation and/or maintenance of policies and investigation of security alerts. Effectively communicate with all levels of Oneida's business operations on security issues. The incumbent is expected to be fully aware of the organization's established security goals and to actively work towards upholding those goals. Continuation of this position is contingent upon funding allocations.

### DUTIES AND RESPONSIBILITIES:

1. Develop in establish and maintain organizational wide information security policies, standards and procedures.
2. Coordinate the planning and design of the Oneida Nation's information security architecture.
3. Coordinate in the configuration, testing and deployment of security solutions.
4. Coordinate in the planning, design and testing of the Oneida Nation's Business Continuity and Disaster Recovery plans.
5. Organize annual planning and strategy development for the Nation's technical environment.
6. Contribute to the overall IT business strategy and technology directions as related to IT security.
7. Lead periodic risk assessments of operating systems, database and application systems, identifying security issues and recommending fixes.
8. Design network scanning and vulnerability assessments.
9. Review security logs and reports to identify and prevent threats to the information assets of the Oneida Nation.
10. Provide expertise and guidance on overall IT business strategy and technology directions as related to IT security.
11. Provide project leadership and resource coordination for security related activities.
12. Serve as a technical consultant on security issues for operating systems, database and applications projects.
13. Coach and mentor Directors, Managers and associates in the area of security. (Security Awareness Program)
14. Document the security environment and procedures to ensure that security administration is accurate, efficient and of high quality.

**JOB DESCRIPTION**  
**Information Security Analyst**  
**Page 2**

**DUTIES AND RESPONSIBILITIES(Cont.):**

15. Assist with or execute all stages of the problem determination and resolution process as it pertains to security problems, including the recognition and identification of security threats.
16. Evaluate, recommend and select security solutions or enhancements to existing security solutions to improve overall enterprise security.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the organization.
19. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Occasionally stand, walk, bend/stoop, crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry/lift up to one-hundred (100) pounds with assistance.
2. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge of Firewalls, Proxies, and other security technologies such as IDS, IPS, Anti-Virus, and NAC
2. Ability to exercise independent judgment.
3. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
4. Ability to work independently and meet strict time lines.
5. Ability to communicate efficiently and effectively both verbally and in writing.
6. Must be able to work in a dynamic team environment taking leadership or subordinate roles as appropriate.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
11. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. CISSP Certification
2. Knowledge of Switches, Routers, File Servers, PC, and virtual environments.
3. Knowledge of Federal Compliance Regulations (PCI DSS, HIPAA, etc) and InfoSec Standards/Guidelines (NIST, ISO, etc.).

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's degree in Computer Science or related field;
2. Five (5) years of experience in an Information Technology Security role, with emphasis on the development and implementation of security policies, procedures; experience with security administration across multiple operating systems; an equivalent combination of education and experience may be considered.
3. Two (2) years of experience managing and leading information Technology projects, including defining requirements, developing project plans and delivering results.
4. Working knowledge of Active Directory management, Firewalls, Proxies, and other security technologies such as IDS, IPS, Anti-Virus, log management, forensic analysis and NAC.
5. Five (5) years of experience with Desktop and Server operating systems (Windows, Linux, etc.) in an Enterprise Environment.
6. Industry Standard Security Certification.

**JOB DESCRIPTION**  
**Information Security Analyst**  
**Page 3**

**ITEMS TO BE SUBMITTED:**

1. Must provide a copy of diploma, license, degree or certification upon employment.