



# Cybersecurity Officer

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CYBERSECURITY OFFICER	0326	B31	\$117,383 - \$198,522
CHIEF CYBERSECURITY OFFICER	0328	B32	\$129,121 - \$218,376

## GENERAL DESCRIPTION

Performs cybersecurity analysis work providing direction and guidance in strategic operations and planning. Work involves overseeing cybersecurity programs and environments; the prevention, detection, and remediation of cybersecurity threats and intrusions; cybersecurity policies and monitoring protocols; and leading the development of a security plan, with an emphasis on technical infrastructure and long-term risk mitigation.

## DISTINGUISHING CHARACTERISTICS

The Cybersecurity Officer job classification series is intended for employees who oversee the prevention of data breaches and the monitoring of and reacting to cyber-related attacks. Employees typically direct the analysis and assessment of vulnerabilities in the infrastructure, investigate available tools and countermeasures to remedy the detected vulnerabilities, and recommend solutions and best practices.

In contrast, the Information Security Officer job classification series is intended for employees who direct and determine enterprise-wide information security standards. Those employees typically develop and implement information security standards and procedures, ensuring that all information systems are functional and secure.

## EXAMPLES OF WORK PERFORMED

Directs the deployment of cybersecurity infrastructure and protects critical infrastructure services.

Directs and/or conducts research related to cybersecurity trends and technology; and evaluates cybersecurity trends, tools, and techniques for potential application to infrastructure and research areas.

Oversees cybersecurity management initiatives.

Oversees detection activities and advises on cybersecurity threats and vulnerabilities.

Oversees the initiation, implementation, and development of incident response plans and recovery programs; the evaluation and obtainment of forensics tools; the review of intrusion and misuse detection reports; and the guidance for corrective action.

Develops and implements appropriate safeguards to ensure system resiliency.

Develops cybersecurity awareness training programs for employees, contractors, and users; and facilitates cyber preparedness exercises.

Represents the agency at business meetings, hearings, trials, legislative sessions, conferences, and seminars or on boards, panels, and committees.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, the Chief Cybersecurity Officer may also perform work listed within the previous level.*

**Note:** Any senior-level employee may serve in a supervisory role. Senior-level employees may perform the full range of work identified within every level and/or may coordinate, evaluate, oversee, or direct that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the size and complexity of the cybersecurity analysis work, and the employee's related experience, education, and certifications.

**CYBERSECURITY OFFICER:** Performs highly advanced (senior-level) cybersecurity analysis work providing direction and guidance in strategic operations and planning. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**CHIEF CYBERSECURITY OFFICER:** Performs highly advanced or managerial (senior-level) cybersecurity analysis work providing direction and guidance in strategic operations and planning. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience and/or education in a field relevant to the work being performed. Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to be specific and meet the agency's business needs. Agencies also may substitute experience and education for one another, if appropriate and allowed by statute.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of local, state, and federal laws and regulations relevant to cybersecurity, privacy, and computer crime; the principles and practices of public administration and management; the limitations and capabilities of computer systems; technology across all

network layers and computer platforms; operational support of networks, operating systems, Internet technologies, databases, and security applications; cybersecurity controls, procedures, and regulations; and of incident response program practices and procedures.

- Skill in the use of a computer and applicable software; and in configuring, deploying, and monitoring security infrastructure.
- Ability to manage and oversee the development, monitoring, and maintenance of cybersecurity processes and controls; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to implement cybersecurity best practices and awareness; to communicate effectively; and to supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Information Systems Security Professional (CISSP), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), or Certified in Risk and Information Systems Control (CRISC).