



Office of Human Resources
IT Data Protection Analyst Associate – CI3432
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General Statement of Duties

Performs intermediate professional level work analyzing the governance of information technology systems from a risk assessment and compliance stance, which includes identifying security vulnerabilities with end-users and applications with a focus on policies and procedures.

Distinguishing Characteristics

The IT Data Protection Analyst Staff performs entry-level work learning and assisting with assessing areas of risk management regarding data usage and vendor compliance.

The IT Data Protection Analyst Associate performs intermediate level work ensuring compliance with document processes, assisting with external audits, and assessing areas of risk management regarding data usage and vendor compliance.

The IT Data Protection Analyst Senior performs full-performance level work overseeing various programs regarding data privacy, data loss prevention, pay card compliance, and manages systems safeguards to ensure data integrity and security.

The IT Data Protection Analyst Specialist performs specialized level work overseeing the citywide records management program which includes developing and implementing policies, procedures, and protocols as it relates to the retention and destruction of protected information.

Essential Duties

Administers the Vendor Risk Assessment Program, which includes monitoring and screening vendors for compliance, evaluating request for access to information and systems, and reviews vendor contracts to ensure business needs are being supported and maintained.

Manages and coordinates audits of systems and applications regarding user permissions and access to ensure compliance with policies, which includes review of access roles and business needs to ensure proper safeguards are in place and compliance with regulatory requirements.

Works with stakeholders to include vendors, agencies and departments, and internal information technology personnel to develop policy language, implement internal controls, ensure regulatory compliance, and advise customers on best practices to reduce risk to data integrity and security issues.

Reviews information technology policies and procedures to ensure compliance rules and regulations and maintains document processes to ensure accessibility is current.

Assists with organizational audits, provides auditor with documents and information, drafts audit responses, and assists senior leadership with compliance and implementation of audit findings and recommendations.

Conducts risk assessments to identify end-user security issues and collaborates with stakeholders to mitigate risks regarding data integrity and security of confidential information.

Works with learning and development team to determine employee training needs and ensure identified employees complete required training based on user behavior and risk assessment.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge US Department of Commerce, National Institute of Standards and Technology (NIST), Cybersecurity and Privacy Frameworks.

Knowledge of US Department of Health and Human Services, Health Insurance Portability and Accountability Act (HIPAA).

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

Bachelor's Degree in Information Technology or a related field based on a specific position(s).

Experience Requirement

Two years of experience with data protection, governance, risk assessment, and compliance with information technology systems.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-10

FLSA Code: Y

Established Date: 8/6/2023

Established By: JH

Revised Date:

Revised By:

Class History: This is a new classification.