



Office of Human Resources
IT Data Protection Analyst Specialist – CI3434
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General Statement of Duties

Performs specialized 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 City Records Management Program which includes the development and implementation citywide policies and procedures to ensure consistent practices, minimize and assess risk to data, and ensure compliance with regulatory regulations for retention and destruction of protected information to include electronic and paper documents.

Manages the Records Retention Schedule, which includes, researching best practices and applicable regulatory requirements, working with city attorneys on legal language, and working with agencies and departments regarding data storage and retention policy guidance.

Manages to citywide contract for the shredding and disposal of records, which includes negotiating the annual contract, overseeing agency and department billing and invoices, and ensuring policies and procedures are up-to-date and reflect contract terms.

Manages the coordination of Colorado Open Records Act (CORA) requests within Technology Services, which includes working with stakeholders to identify and leverage technology to fulfill requests efficiently and expeditiously and working with city attorneys regarding litigation holds concerning redactions and data.

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 regarding records management.

Collaborates with information technology technical experts to resolve systems issues to maintain operations, improve business processes, increase efficiencies, documenting operational procedures, and ensure quality control measures are in place regarding records management.

Develops training materials and presents training to agency and department leadership and records coordinators to ensure compliance with records retention schedules and initiates and ensures compliance with guidelines on electronic data and document storage.

Monitors the risk associated with stale data and administration of safeguards to control and reduce stale data prevalence within agencies and departments.

Research new technologies and methods to ensure utilization of best practices and application of technology and resources are in place, which includes recommending new solutions to senior leadership.

Analyzes file sharing applications and permissions, to include state data identifications, to ensure restriction and access to file sharing.

Coordinates and chairs monthly citywide stakeholder records retention meetings.

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

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

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.

Financial Management – Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Organizational Awareness – Knows the organization’s mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

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.

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 of American Records Management Association (ARMA) Accepted Recordkeeping Principles.

Knowledge of National Archives and Records Administration (NARA) Federal Records Management.

Knowledge of International Organization for Standardization of Records Management.

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

Knowledge of Payment Card Industry Data Security Standard (PCI-DSS).

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

Knowledge of US Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security (CJIS) Policy.

Level of Supervision Exercised

By position, performs lead work or supervises employees within the functional area.

Education Requirement

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

Experience Requirement

Five 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-14

FLSA Code: Y

Established Date: 8/6/2023

Established By: JH

Revised Date:

Revised By:

Class History: This is a new classification.