

Information Security Analyst



Job Code
IT-077

Job Department
Information Technology

Job Location
Saint Joseph

Reports To
Information Technology
Operations Manager

FLSA Status
Exempt

Position Summary

The Information Security Analyst, will design, implement, monitor and optimize IT security systems and practices to protect the organization from security incidents and protect network, devices, systems, infrastructure, and data. Responsible for developing organizational best practices for IT security that advance the company's overall security posture. Monitor computer networks for security issues, install security software, and document all security issues or breaches.

Essential Functions

Assists in the development of policies and procedures to comply with modern security frameworks

Patch management - Installs, administers, and troubleshoots security solutions

Investigates and analyzes security breaches to identify the cause and to update incidence responses and disaster recovery plans.

Installs security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs using leading industry tools.

Develops a security plan for best standards and practices for the company including input from outside parties and make recommendations to Hillyard for security advancements.

Conducts vulnerability and penetration testing and risk analyses to assess security and performing internal and external security audits, harden the systems, identifying, and defending against threats, and developing disaster recovery plans.

Understands SSO process and impact on security posture.

Verifies and coordinates security plans with outside vendors.

Research's the latest in information technology security trends to keep up to date with the subject and use the latest technology to protect information

Incident Response – investigates incidents as reported by managed SOC services and escalate with incident response vendor when necessary

Identifies problem users and send them through Cyber awareness training, Click Happy Employees, previously compromised employees (High Risk Users)

Installs security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs. Apply fixes for identified vulnerabilities.

Configures security systems, analyzing security requirements, and recommending improvements.

Defining, planning, implementing, maintaining, and upgrading security measures, policies, and controls and create a document repository of all IT security materials and procedures

Ensure systems are backed up and encrypted in the event of a breach where production systems are compromised

Develop process and investigate potential phisher emails

Maintain documentation of security materials and procedures

Work with departments to define new security and access where aid is needed. Use role-based access control methods to provision access

Research and recommend policies and procedures to protect information assets from unauthorized or accidental modification, destruction or disclosure.

Govern, protect, and manage data through data classification and access control.

Supervisory Responsibility

No

Education

Preferred/Required	Education Level	Description
Required	4 Year / Bachelors Degree	Bachelors degree in related field or comparable work experience.

Experience

Minimum Years of Experience	Description
3	Experience in related field

Licenses & Certifications

Preferred/Required	Certification Type	Description
--------------------	--------------------	-------------

Qualifications

Qualifications

Knowledge and understanding of application security and role-based access control methods,

Knowledge of cloud-based infrastructure, network, access control and modern security practice

Exceptional analytical and problem-solving skills

Superb organizational and time management skills

Great collaboration and communication skill

Preferred experience in Microsoft Office365 Administration, Microsoft Azure Active Directory/Entra ID, Microsoft Azure Application Gateways/Front Door, Microsoft Compliance/Purview

Knowledge of an industry Security Framework (NIST, CIS, Azure Security Benchmark, etc.)

Competencies

Company Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Customer 1st Attitude

Concern for Safety

Integrity & Ethics

Pursuit of Excellence/Lifelong Learning

Teamwork

Role Competencies

Hillyard has defined a set of competencies that are important for the employee to exhibit to perform the role successfully. The competencies for this position have been defined to include:

Attention to Detail

Analytical Thinking

Problem Solving/Troubleshooting

Time Management

Partnering

Equipment Used

Equipment

If Other, Please Specify

Computer

Copier

Phone

Printer

Working Environment

Work is performed in an office setting with a controlled environment.

Travel

Travel Type

Frequency

Same Day

Minimal- Up To 5%

Local

Minimal- Up To 5%

Overnight

Minimal- Up To 5%

District

Minimal- Up To 5%

Regional

Minimal- Up To 5%

Nationwide

Minimal- Up To 5%

Worldwide

N/A

Physical Demands

The IT Service Support Technician's physical job demands include maximum occasional lift of 30 lbs. from floor to 41 inches; maximum occasional lift of 5 lbs. from floor to 84 in; maximum occasional carry of 30 lbs. for 25 ft.; maximum occasional horizontal push/pull force of 15 lbs. for distance of 100 ft.; occasional climb stairs 8 inches in height; maximum occasional grip force of 20 lbs.; occasional forward reach of 30-36 inches; occasional lateral reach of 18-24 inches; occasional reach overhead to height of 84 inches; occasional bend; occasional crouch/kneel; occasional neck extension; occasional neck flexion; constant fine motor coordination; frequent hand coordination; occasional balance; constant sitting; occasional standing; and occasional walking. PDC Level: MEDIUM

Eligibility

Must be legally authorized to work in the United States without restriction.

Must be willing to submit to a background investigation, including criminal history and motor vehicle check.

Must be willing and able to pass a post-offer drug screen and physical.

EEO Statement

Hillyard is an equal opportunity/affirmative action employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Disclaimer

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, travel and activities may change, or new ones may be assigned at any time with or without notice.