

# Job Posting Preview

**Requisition ID:** 36000756-51186355-20091028113415  
**Working Title:** DATA SECURITY ADMINISTRATOR I  
**Broadband Class Level:** DATA SECURITY ADMINISTRATOR I  
**Position Number:** 36000756  
**Job Classification:** Lottery Exempt  
**Broadband/Class Code:** 319518  
**Location:** TALLAHASSEE  
**Annual Salary Range:** \$37,734.96 - \$65,713.92  
**Announcement Type:** Open Competitive  
**Facility:**

**Agency:** LOT - Lottery

**Pay Grade/Pay Band:** 31119  
**Activation Date:** 10/30/2009  
**Closing Date:** 11/13/2009  
**County:** Leon County

**Category:** Computers and Electronics

**Synopsis:** LOT - DATA SECURITY ADMINISTRATOR I - TALLAHASSEE - LEON

**ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 904-636-2627. IF AN APPLICATION IS FAXED, YOU MUST CALL THE PEOPLE FIRST SERVICE CENTER TO RESPOND TO THE QUALIFYING QUESTIONS BEFORE THE POSITION ADVERTISEMENT CLOSING DATE. RESPONSES TO THE QUALIFYING QUESTIONS ARE REQUIRED TO BE CONSIDERED FOR THIS POSITION. ANSWERS TO THE QUALIFYING QUESTIONS MUST BE VERIFIABLE BASED ON YOUR SUBMITTED APPLICATION.**

**THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PURSUANT TO CHAPTER 295 FLORIDA STATUTES, VETERANS AND SPOUSES OF VETERANS MAY RECEIVE PREFERENCE IN EMPLOYMENT AND ARE ENCOURAGED TO APPLY.**

**WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS**

## General Description

This is work assisting the Information Security Manager in coordinating security measures related to data and information technology resources throughout the Department of the Lottery.

Examples of Work Performed (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Provides computer security awareness training throughout the Florida Lottery.

Maintains access of end password controls to information resource systems of the Lottery.

Assists in the annual information security audit and review.

Assists in tracking compliance with audit recommendations.

Assists in reviews of network and host devices to track compliance with Lottery policies, industry band manufacturer best practices

Conducts access reviews

Maintains access to Lottery developed applications.

Serves as liaison between the user community and Operations on data security issues.

Detects, reports and participates in the investigation of incidents or breaches of security with the assistance of appropriate security, auditing and legal staff.

**Knowledge, Skills, and Abilities** (Note: Additional knowledge, skills, and abilities may be applicable for individual positions.)

Knowledge of accounting controls/or the principles, practices, and techniques of computer programming and systems analysis design.

Knowledge of mathematics.

Knowledge of computer operation procedures and systems.

Knowledge of computer programming languages.

Ability to process information logically.

Ability to design systems logic and/or process information logically.

Ability to analyze and interpret computer program data.

Ability to identify and define user task needs and/or conduct short range and long range project planning studies.

Ability to prepare program specifications.

Ability to perform mathematical calculations.

Ability to plan, organize, and coordinate work assignments.

Ability to communicate technical data processing information effectively.

Ability to establish and maintain effective working relationships with others.

Ability to organize and apply applicable policies and procedures

Ability to develop and apply security standards as needed

Good customer service skills

Good oral and written communication skills

### **Minimum Qualifications**

A bachelors degree from an accredited college or university and two (2) years of professional data processing experience in computer systems analysis, computer programming, EDP auditing, information security management, and/or information resources management, **or**

A bachelors degree from an accredited college or university with a major in computer sciences or management information systems and one (1) year of professional data processing experiences described above, **or**

A masters degree from an accredited college or university in computer science or management information systems may substitute for one (1) year of the required work experience, **or**

An associates or higher level degree from an accredited college or university, completion of an 18 credit hour certificate or equivalent program in computer programming from an accredited community or junior college, and three (3) years of professional data processing experience as described above, **or**

Completion of a 1440 classroom hour or equivalent program of study in computer programming from an accredited vocational/technical school and three (3) years of professional data processing experience as described above.

Experience in computer systems analysis, computer programming, EDP auditing, information security management, or information resources management can substitute on a year for year basis for the required college education.