



**Classification:** Technical Support Manager (Security Audit and Compliance Unit)

**Title Code:** V00682

**Pay Range:** 34

**POSITION SUMMARY:**

This position is responsible for highly technical, supervisory and administrative work in developing, directing and managing security operations of the Security Audit and Compliance Unit (SACU). An employee in this position reports directly to the Patrol's Chief Information Security Officer (CISO), and is responsible for assisting the CISO in ensuring/documenting compliance with the FBI's CJIS Security Policy, as well as maintaining state policies in line with industry standards. This position is responsible for assisting the CISO in the implementation, direction, and execution of a highly sophisticated information security program for the agency and Missouri's criminal justice agencies. This position requires frequent coordination and interaction with the troops, divisions of the Patrol, as well as other local, state, and federal agencies, vendors, and contractors. This position will routinely advise and brief division staff, and other high-level employees, regarding information security topics and strategies. General direction is received from a superior, but the employee is given wide latitude for using independent judgment and initiative in attaining overall objectives.

**DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Serves as the manager of the Criminal Justice Information Services (CJIS) Division's SACU. Develops and maintains the policy and compliance security programs for the Missouri State Highway Patrol and for the criminal justice domain in the state of Missouri.

Documents compliance with the CJIS Security Policy, and adopts best security practices with the goal to assure confidentiality, integrity, and availability of CJIS information to the user community.

Ensures that all applicable security procedures and policies are being followed as prescribed per Patrol General Order, Patrol Security Policy, Information Security Unit (ISU) procedure, and other applicable state and federal policies.

Develops and manages the strategy and workflow of compliance investigations/incident reviews.

Maintains current knowledge of applicable federal and state laws and monitors regulatory changes to ensure organizational adaptation and compliance.

Oversees, directs, develops, delivers, and ensures delivery of compliance, privacy, and security training program(s) to employees, contractors, and other appropriate third parties.

Oversees the development of and manages the performance of periodic compliance assessments, to include analysis, mitigation recommendations, and corrective action plans.

Provides both written and oral reports on the current status of the Patrol's information security program to the CISO, Chief Security Officer (CSO), and other senior management officials.

Innovates, creates, maintains, and researches technologies and processes to ensure the effective management of information security controls to protect the Patrol's information assets.

Directs and coordinates the work of a staff of information security professionals.

Prepares and evaluates grant applications, statements of work, bid specifications, and other documentation for funding and acquisition of tools, technology, contractual services, and education relating to computer security.

Regularly participates in user groups and professional organizations focused on information technology (IT) security and audits.

Researches and oversees the selection of all audit products, and manages their use and operation.

Advises the CISO in policy-making decisions concerning CJIS requirements and IT security procedures for all the Patrol's automated systems.

Provides direction to Patrol personnel on all security policy and compliance related products and endeavors.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles, practices, and techniques of information security program management and auditing, to include: network, server, device, data, application, physical, and personnel security.

Extensive knowledge of security related issues of server hardware, operating systems and storage technologies.

Extensive knowledge in information security principles, as well as information security management and auditing.

Considerable knowledge of modern management principles and techniques, particularly as applied to security of enterprise IT infrastructure.

Considerable knowledge of principles and practices of administration and supervision.

Considerable knowledge of project management concepts and principles.

Working knowledge and experience in information privacy laws, access, release of information, and access control technologies.

Working knowledge of systems analysis and design techniques.

Knowledge of the strategic planning process.

Possess good public speaking skills.

Possess good organizational skills.

Possess research and analytical skills.

Ability to plan and implement projects and audits necessary to ensure effective and efficient operations of security measures.

Ability to effectively plan, direct, and supervise the work of others.

Ability to maintain accurate records, files, and documentation.

Ability to exercise judgement and discretion.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs and/or verbal language, etc).

Ability to establish and maintain effective working relationships within and outside the organization in a professional manner.

Ability to effectively communicate in English clearly and concisely, both orally and in writing.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to perform job related travel, as needed.

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a Bachelor's degree from an accredited four-year college or university with specialization in mathematics, statistics, accounting, computer science or closely related field; AND seven years of experience in the duties associated with this position (related experience can be substituted for the required education on a year for year basis).

**NECESSARY SPECIAL REQUIREMENTS:**

Must be a United States citizen.

Must be able to live within a fifty (50) nautical-mile radius of the Missouri State Highway Patrol's General Headquarters in Jefferson City, Missouri.

Must possess (within the first 12 months of employment or as soon as scheduling will allow) and maintain MULES Certification.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

**FLSA STATUS:** Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.