



Job Description	
Job Title:	IT Security Analyst
Reports to:	Manager, Infrastructure / Security Officer
FLSA Classification:	Exempt
<p>General Description: This position is responsible for completing a number of key security functions and is under the general supervision of the security officer. The IT Security Analyst will proactively communicate and collaborate with members of HEALTHeLINK, third-party security consultants, and key vendors to analyze all aspects of IT security. The position requires detail-oriented work both independently and as part of a team.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Conduct research on cybersecurity products and provide analysis and recommendations • Assist with physical and technical information security risk analyses • Review reports and logs from current computers, applications, and devices • Perform triage of potential security events • Investigate potential security incidents and assist in incident response • Review and document technical configurations of systems, applications, and devices • Maintain records of security-related meetings and activities • Complete information security checklists • Assist in the maintenance of information security checklists and related documentation • Maintain the information security SharePoint “wiki” • Assist in the development of cybersecurity training and awareness materials • Coordinate cybersecurity training and awareness activities • Maintain records of cybersecurity training • Track and report on remediation activities (e.g., patching, user provisioning) • Participate in projects as requested • Collaborate with members of the HEALTHeLINK Team and 3rd party vendors as needed • Other duties as assigned 	
<p>Knowledge and Skill Requirements:</p> <ul style="list-style-type: none"> • Understanding of regulatory requirements and standards • Understanding of cybersecurity control frameworks • Understanding of operating system configuration, including security settings • Understanding of networking concepts (e.g., OSI model, TCP/IP, DNS, ports and protocols) • Ability to think analytically and be a problem solver • Exhibits professional demeanor, interpersonal skills, and excellent customer service • Presentation of ideas in a concise and focused manner • Demonstrated ability to consistently and reliably perform duties in a timely fashion • Self-starter requiring limited supervision for the planning and execution of daily duties and responsibilities 	



<ul style="list-style-type: none">• Excellent communication skills, both written and verbal• Knowledge of computers and Microsoft Office Software• Ability to work independently under pressure to meet deadlines and company goals
Experience and Education: <ul style="list-style-type: none">• Associates Degree or equivalent preferred
Security and Privacy Roles: <ul style="list-style-type: none">• Workforce Member• IT Staff
Security and Privacy Responsibilities: <ul style="list-style-type: none">• Read and acknowledge the HEALTHeLINK Security & Privacy Policies.• Implement the HEALTHeLINK Security & Privacy Policies that apply to your role.• Follow applicable HEALTHeLINK Security & Privacy Procedures that apply to your role.• Report suspected privacy and/or security incidents promptly to management; participate in incident response if needed.• Complete all training as required by the HEALTHeLINK Training Curriculum.
Physical Requirements: <p>The physical demands are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none">• Light physical effort in an office environment• Frequent computer use / data entry; repetitive motions of the wrist, hands, and/or fingers• Must have close visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; and viewing a computer• Ability to receive detailed information through oral communication• Must be able to lift up to 20 pounds (files, paper boxes) periodically• Primarily sedentary work with occasional bending and reaching

I have reviewed and understand this job description and believe it to be accurate and complete. I understand the Management of HEALTHeLINK retains the right to change the job description as it deems necessary. I will follow and adhere to my job description.

Employee Signature:

Date:

The above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements.