

MMG INSURANCE COMPANY

Job Description

Job Title: Cybersecurity Analyst II
Department: Information Technology
Reports To: Manager
FLSA Status: Exempt
Prepared By: Manager
Prepared Date: 6-22
Reviewed By: VP, Human Resources
Reviewed Date:
Approved By: Executive Management
Approved Date:
Revision Date:

SUMMARY

Collaborates with stakeholders throughout the business and, typically, is assigned to Information Technology to prioritize security requirements, coordinate security product upgrades and research new tools in support of core organizational security functions and business processes. Explores new areas of thought and research to improve the Company's cybersecurity architecture. Acts as a primary liaison between the Business Domains and the IT Department to communicate cybersecurity architecture and requirements and assists in coordinating security aspects related to IT releases and tooling. Acts as a mentor and coach to other Cybersecurity Analysts to help develop others and mature the discipline. This position requires refined analytical skills to understand business needs and be able to translate those into IT requirements. Excellent communication skills and problem-solving abilities are essential. Displays an aptitude for analyzing information, using varying formats for presenting and validating the information to audiences that are both technical and business oriented. Performs the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicate with stakeholders to clearly understand and document requirements and can translate those requirements into project tasks.
- Demonstrated knowledge of information security principles, practices and frameworks
- Develop, analyze, and report on functional specifications.
- Integrate multiple systems and reconcile needs of different teams from management, technical personnel, and end-users.
- Gather feedback from end users regarding system performance and enhancements.
- Plan and oversee multiple cybersecurity projects to completion.
- Must be aware of the latest technology and how best to leverage technical capabilities for an organization.
- Demonstrates a proven understanding of software development processes, such as Scrum and Kanban agile methodologies.

- Collaborates in requirements planning and development for the deployment of new products, applications, and enhancements to existing applications to ensure standards are followed
- Demonstrates a proven understanding of and effectively applies the fundamentals of project management methodologies including Agile, Scrum, and Kanban.
- Demonstrates a proven understanding of fundamental software, hardware, and cybersecurity engineering vocabulary
- Researches, reviews, and analyzes the effectiveness and efficiency of existing processes and assists in developing strategies for enhancing or further leveraging these processes
- Meets with decision makers, systems owners, end users, and Development Teams to define and refine business, financial, and operations requirements and systems goals.
- Creates and communicates process changes, enhancements, and modifications to management, peers, and other employees to ensure an understanding of issues and solutions.
- Responsible for monitoring and management of anti-malware / anti-virus solutions.
- Responsible for day-to-day operations of vulnerability management program, including driving results and metrics
- Works closely with managed services vendors and responds to and tunes Security Information and Event Management Systems to manage events
- Assist in managing security briefings, training, education and awareness
- Proactively assesses potential risks and vulnerabilities in the network and recommends corrective courses of action
- Provides detailed security reports and metrics as needed
- Act as primary expert in administering security controls in related environments, and provides feedback to development and IT staff
- Assists in the development of Policy, Standards and Process documentation.
- Assist with Vendor Due Diligence and Vendor Risk Management reviews, documentation collection & evaluation, contract reviews and related tasks, makes recommendations for further activity.
- Assist with regulatory audits and perform regular system audits as needed to ensure ongoing compliance with requirements.
- All other technical and administrative duties that may be assigned as necessary to fulfill the obligations of the position.
- Travels as required to perform the essential duties and responsibilities of the employee's position and to fulfill educational requirements. (May include overnight stays.)
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree, and 4-6 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, probability and statistical inference, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Office Productivity software such as Spreadsheet, Word Processing, and Communications software. Should be familiar with development environments, and project management software, and other business-related processing software.

Possesses demonstrable skills in one or more of the existing computer disciplines: ITIL Framework, Network Hardware/Software (Cisco switch/router/firewall setup and configuration), Windows desktop/server operating systems, virtualization technologies such as Terminal Server or VMWare, scripting, security administration, Microsoft Group Policy and Active Directory management, data backup strategies, mobile device management, anti-virus and malware technologies, SIEM systems, and others.

CERTIFICATES, LICENSES, REGISTRATIONS

As directed, must acquire, within a reasonable period of time as established by the Company, one or more of the following designations:

CompTIA Cybersecurity Analyst (CySA+), CompTIA Advanced Security Practitioner (CASP+), EC-Council Certified Ethical Hacker (CEH), various GIAC security certifications, ISC² CISSP.

The Company may expect the employee to take other courses it deems appropriate to the employee's duties.

OTHER SKILLS AND ABILITIES

- Demonstrates leadership by exhibiting confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to request for service and assistance; Meets commitments.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Demonstrates the ability to consistently maintain a positive attitude.
- Works cooperatively and productively with employees.
- Demonstrates the ability to multi-task effectively and efficiently.
- Is self-motivated with strong organizational skills.
- Demonstrates confidence in self and others; Has the ability to effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

OTHER QUALIFICATIONS

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.

Demonstrates an aptitude consistent with securing information, analyzing it, and making above-average decisions affecting the position's area of responsibility as well as the overall operation of the department. Leads teams in all aspects of requirements management. Lead projects or programs with oversight of the Requirements.

Management processes as needed; including but not limited to: delegating and assigning work, estimating all work requirements for the initiative, raising risks and issues at the project/program level and determining appropriate elicitation techniques for the initiative.

Judgment – Has proven ability to make difficult decisions and drive groups to effective decisions regarding requirements and solutions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.