

# Information Security Administrator

If you are an individual who is interested in teaming to support a dynamic and challenging application environment, establishing career growth through exposure to the latest Oracle Applications and technologies and pursuing a balanced work and family life, a career with the State of Tennessee, Department of Finance and Administration's ERP Division could be a perfect choice.

We are seeking an individual for the position of Information Security Administrator with primary responsibilities for planning, designing developing and maintaining security for an enterprise PeopleSoft ERP application configuration. This position would also team with the security group to provide administration and configuration support for Oracle Identity and Access Management, Data Warehouse and other middleware applications. Operational support consists of business process review, audit awareness, interpretation of legal requirements and support of penetration testing procedures.

Salary is commensurate with experience. Health insurance benefits, deferred compensation options and pension offering in accordance with program regulations.

**The State of Tennessee is an Equal Employment Opportunity Employer.**

**We are unable to process H1-B visa holders. This is an Executive Service position at the State.**

**Best Qualified Candidates will have:**

- One of the following:
  - Bachelor's degree or higher in computer science, management information systems (MIS), or another closely related engineering field
  - Associate's degree/technical certificate in computer science, MIS, or another closely related field and five or more years of PeopleSoft security administration experience
  - An approved equivalent combination of training and experience to equal seven years
- Three or more years of PeopleSoft security experience or Identity and Access experience
- Knowledge of PeopleSoft Systems, architecture, and related capabilities
- Knowledge of PeopleSoft software and security architecture
- Ability to plan, coordinate, communicate, execute, and implement technology projects while working with cross functional project teams
- Ability to multitask, work under pressure and tight deadlines, and be flexible with changing priorities in a dynamic environment
- Strong interpersonal skills as well as written and verbal communication
- Project Management process oriented with strong documentation and presentation skills
- Work productively as a team member

## **Job Responsibilities:**

- Devise security access controls to align with best practices and comply with State Security standards and industry standards like HIPAA, PCI, using Oracle Identity and Access Management, and encryption technologies
- Provide 24x7 production and operational support with on-call rotation, including proactive monitoring, and issue resolution
- Analyze and identify potential risks to assets, resources or success of organization
- Evaluate security operations to identify risk or opportunities for improvement
- Documents and ensures communication of key risks
- Triage security events and investigate potential breaches
- Analyzes security breaches and arrange for professional forensic investigative services as necessary
- Analyze regulatory documentation for security requirements
- Recommend way to conduct assessments to reduce risk
- Inspect security design features or programs to ensure compliance with applicable standards or regulations
- Monitor, design, construct, and implement/update security for the system
- Design security policies, programs, or practices to ensure adequate security relating to issues such as protecting assets
- Recommend improvements in security systems and procedures
- Prepares, maintains, or updates security procedures, security system drawings, or related documentation
- Keeps records and prepare reports detailing finding, investigative methods and techniques from forensic analysis
- Communicate security status, updates, and actual or potential problems to executive staff and management
- Train new personnel or others on forensic science techniques
- Work with and provide security input for projects
- Conduct security audits to identify potential problems related to physical security or asset protection and to satisfy state and federal regulations
- Mitigate situations that might lead to security breaches
- Prepares, maintains, or updates security procedures, security system drawings, or related documentation
- Monitor the design, construction, and startup phases of security systems and security within systems
- Monitor internal applications and processes to identify potential issues
- Evaluate the knowledge and responsiveness of contractors to accomplish organizational outcomes
- Aware of internet application exposure process to minimize authentication and access problems
- Assessment of delivered products and determination if configuration or customizations are required

## **How to Apply**

All interested applicants should submit a letter of interest and resume' to [Sam.Conway@TN.gov](mailto:Sam.Conway@TN.gov) no later than the close of business on Friday, August 7, 2015. No phone calls please.