Howard County Public School System

Office of Human Resources
10910 Clarksville Pike
Ellicott City, MD 21042
Nicole M. Carter, Executive Director

Information Technology Security Engineer

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our *Strategic Call to Action*, our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit https://www.hcpss.org/employment/.

DESCRIPTION

Under the direction of the Director of Information Technology Security Manager, the IT Security Engineer will administer and assist with the implementation of security solutions and processes across the Howard County Public School System (HCPSS). The position will provide insight and guidance necessary to document and mitigate the risk to the district and will ensure business alignment, effective governance, system availability, integrity, and confidentiality in alignment with the HCPSS Strategic Call to Action, will assist with aligning the school system to better conform with IT security industry standards and best practices, as well as K12 education sector applicable standards and practices. The Security Engineer will also guide and assist with the implementation and management of the security and awareness training program.

ESSENTIAL POSITION RESPONSIBILITIES

The Information Technology Security Engineer position is composed of a variety of tactical, operational, and strategic activities, such as:

- Strategic Support and Management
- Security Liaison
- Operational Support

Strategic Support and Management

- Monitor and document security compliances with industry and government rules and regulations, including but not limited to NIST, CIPA, HIPPA, FERPA, and Maryland IT policies and regulations.
- Document and coordinate the implementation of security standards, processes, procedures, and guidelines for the district in administering information security software and controls; analyzing security system logs, security tools and data; and immediate execution of remediation of security issues.
- Assist with the collaboration and oversight of Risk Management and stakeholders in the enhancement of the HCPSS Continuity of Operations Plan (COOP), and the HCPSS Technology Disaster Recovery Plan
- Maintaining security records for monitoring and incident response activities.
- Assist with the administration of security awareness and training programs to increase organizational understanding and practical implementation of security best practices.
- Develop, implement, and monitor strategic, comprehensive enterprise information security and IT risk management program to ensure the integrity, confidentiality, and availability of information.
- Develop, maintain, and publish up-to-date information security policies, standards, and guidelines.
- Oversee the approval, training, and dissemination of security policies and practices.
- Create, communicate, and implement a risk-based process for vendor risk management, including. the assessment and treatment for risks that may result from partners, consultants, and other service providers.

- Create and manage information security and risk management awareness training programs for all employees, contractors, and approved system users.

Security Liaison

- Provide coordination and knowledge sharing with the team regarding the latest information security practices, techniques, and capabilities.
- Work as a liaison with vendors and the legal and purchasing departments to establish mutually acceptable contracts and service-level agreements.
- Work directly with the business units to facilitate IT risk assessment and risk management. processes, and work with stakeholders throughout the enterprise on identifying acceptable levels of residual risk.
- Communicate security and risk perspectives to stakeholders through the Information Technology Change Management process with regards to performing IT Security Governances, risk, and compliance (GRC) scoping within the confines of HCPSS IT security policies.
- Provide regular reporting on the current status of the information security program.
- Create a framework for roles and responsibilities with regard to information ownership, classification, accountability, and protection.
- Develop and enhance an information security management framework based on the National Information Assurance Policy
- Provide strategic risk guidance for IT projects, including the evaluation and recommendation of technical controls.
- Understand and interact with related disciplines through committees to ensure the consistent application of policies and standards across all technology projects, systems and services, including, but not limited to, privacy, risk management, compliance, and business continuity management.

Operational Support

- Ensure that security programs comply with relevant laws, regulations, and policies to minimize or eliminate risk and audit findings.
- Define and facilitate the information security risk assessment process, including the reporting and oversight of treatment efforts to address negative findings.
- Manage security incidents and events to protect corporate IT assets, including intellectual property and regulated data.
- Monitor the external threat environment for emerging threats, and advise relevant stakeholders on the appropriate courses of action.
- Develop and oversee effective disaster recovery policies and standards to align with enterprise business continuity management program goals and objectives.
- Coordinate the development of implementation plans and procedures to ensure that business-critical services are recovered in the event of a security event. Provide direction, support, and in-house consulting in these areas.
- Facilitate a metrics and reporting framework to measure the efficiency and effectiveness of the program, facilitate appropriate resource allocation, and increase the maturity of the security.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

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MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree from an accredited college or university in Information Technology or a closely related field.

Experience:

- Five (5) years of IT security experience which includes NIST policies, Governances, Security Planning and Architecture, FISMA Compliance, RMF, Incident Analysis and general security best practices as well as knowledge and experience with network and security technologies standards and best practices.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Cybersecurity, Information Technology, Computer Science, or other relevant fields of study.
- CISSP, CISM, CEH, SSCP, SANS GIAC, CompTIA, AWS, or other IT/Cybersecurity certification.
- Five (5) years of experience with data privacy, 3rd party risk evaluation, policy creation, and control frameworks.
- Two (2) years of experience with securing AWS, GPC, and Azure cloud service provider systems.
- Experience working within a preK-12 or college/university setting.

SELECTION REQUIREMENTS

Applicants who meet the minimum (and preferred) qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview). HCPSS requires an official evaluation of foreign credentials to verify educational qualifications.

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EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association's Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is on the Technical Central Office and School Based salary scale, Grade 26, $97,438 - $146,827. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

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Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.