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ANNOUNCEMENT

April 10, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 047-18

Position Title
JUNIOR INFORMATION SECURITY ANALYST

Salary Range:
UGPP/K-01 \$33,911.00 – UGPP/K-07 \$42,389.00 Per Annum

Opening Date: April 10, 2018
Closing Date: April 23, 2018

Location:
Administration & Finance/Office of Information Technology

MINIMUM QUALIFICATIONS:

Education:

- a) Bachelor’s degree in Computer Science or related field from a U.S. accredited institution or foreign equivalent; or
- b) Any equivalent combination of training and experience in an information security role.

Experience: 1-2 years of progressively responsible activities supporting network and system security, and forensics and forensic certified tools. 1-2 years of experience supporting endpoint security software and network based security equipment.

PREFERRED QUALIFICATIONS:

Experience: maintaining Windows and UNIX based DNS, DHCP, and IPS applications and servers, knowledge and experience with installation and maintenance of open-source UNIX tools, Cisco IOS, and CatOS, strong troubleshooting and forensic skills to track down sources or targets of campus cyberattacks, CISSP certification, experience using Guidance Software (or equivalent) enterprise and forensic tool set, Guidance EnCase certification, experience with supporting endpoint security software and network based malware appliances, experiences with FireEye and Qualys (or equivalent) appliances, and knowledge and experience with implementing, configuring, and maintaining perfSONAR, Microsoft WSUS, SmokePing NfSen, NetDOT, LibreNMS, Microsoft Active Directory, Microsoft DNS and DHCP services.

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of operating systems with various Microsoft Windows and UNIX OS versions and tools. Good communication and customer service skills. Knowledge of maintaining and managing DNS, DHCP, and Intrusion Protection systems.

CHARACTER OF DUTIES:

The Junior Information Security Analyst (JISA) will report to the Chief Information Officer. JISA will plan and carry out security measures to protect the University of Guam’s computer networks and systems. JISA must continually adapt to stay a step ahead of cyber attackers, stay up-to-date on the latest methods attackers are using to infiltrate computer systems and on IT security. JISA will research new security technology to decide what will most effectively protect the university. This may involve attending cybersecurity conference to hear firsthand accounts of other professional who have experience new types of attacks. JISA will be heavily involved with creating and maintaining UOG’s disaster recovery plan, a procedure that the campus and Office of Information Technology (OIT) employees follow in case of emergencies. These plans will allow continued operation of the university’s information systems and includes preventive measures such as regularly copying and transferring data to an offsite location. It also involves plans to restore proper IT functioning after a disaster. JISA will continually test the steps in this recovery plan. Major job responsibilities include: 30% monitor campus network and investigate cyberattacks, violations, and breaches, 30% implement and plan campus security measures, 25% Conduct security assessments, penetration testing, and research the latest IT security needs, 10 % develop university cyberinfrastructure security standards, policies, and best practices, and 5% other duties as assigned.

SPECIAL WORKING CONDITION:

Normal work schedule may include on-call, late evening or early morning work on a periodic or frequent need basis.

JUNIOR INFORMATION SECURITY ANALYST #047-18

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcript to the University of Guam Human Resources Office.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).


LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer

Jr. Information Security Analyst 04/10/18
Approved by CHRO 04/10/18