

EXCITING CAREER OPPORTUNITY!

THE OREGON SECRETARY OF STATE INFORMATION SYSTEMS DIVISION IS RECRUITING FOR A SENIOR INFORMATION SECURITY SPECIALIST

\$6,234 - \$9,446/month Non-PERS*
\$6,607 - \$10,012/month with PERS



The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

The Secretary's Vision —

The Secretary of State's agency will lead with authenticity and accessibility. We are committed to creating a better Oregon by reducing barriers to participation in civic life, democracy, and business ownership, auditing scarce state resources to ensure they make a difference in the lives of Oregonians who need them most, and preserving our state history with honesty—both celebrating the best of our past, while facing the stains of our history with humility and accountability

Our Mission —

The Secretary of State is committed to:

- Upholding the Constitution and the laws of the state of Oregon.
- Leading with equity, inclusion, and an emphasis on historically underserved communities.
- Increasing access by reducing barriers to voting and participation in civic life. Promoting the successes of Oregon's secure voting system, vote by mail and automatic voter registration.
- Auditing the performance and finances of public revenues and programs to ensure Oregon is using its precious resources to serve those most vulnerable and repairing systemic inequities.
- Building Oregon's economy on the principles of business and economic equity, valuing established companies, providing small business assistance, and fostering an environment where all businesses can grow, prosper, and create family-wage jobs.
- Preserving historical and public documents with the involvement of Oregon's nine federally recognized tribes and other stakeholder input.
- Communicating our work in a way that is accessible and reduces barriers to engagement by all Oregonians.

We Value —

- We value the people of Oregon: our staff and their families, our communities, and our public officials.
- We value the character of Oregon: equity, innovation, sustainability, and inclusion.

The Secretary of State employs approximately 200 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporations, Elections, Business Services, Information Systems, and Human Resources.

For more information about the Oregon Office of Secretary of State, please visit: <http://www.sos.oregon.gov>

CLASSIFICATION: Information Systems Specialist 8
WORKING TITLE: Senior Information Security Specialist
CLASS NUMBER: C1488
ANNOUNCEMENT NUMBER: REQ-61566

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

* The salary listed is the non-PERS qualifying salary range. If the successful candidate is PERS qualifying, the salary range will reflect an additional 6%.



Salem, Oregon

Salem is Oregon's state capital, third largest city, and is situated in the heart of the spectacular Willamette Valley. The valley is one of the most fertile and agriculturally productive regions of the world and is dotted with small towns, farms, and forests. The area has quality schools, mild weather, and a low cost of living.

Salem encompasses 47 square miles with a population of 147,000. The principal industries of the region are agriculture, food processing, lumber, manufacturing, education, government, and tourism. Salem has many public and private schools and is home to four universities, a law school, and two community colleges—all within a 30-mile radius of the city.

The Salem area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children's sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour's drive north is Portland, Oregon's cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.



Get a taste of what makes Salem special here: [There's Something About Salem - Allied Video Productions - Salem, Oregon](#)

Compensation and benefits

- 10 paid holidays
- 24 hours of personal business leave
- Vacation leave and sick leave earned monthly
- A generous contribution toward individual and family health and dental insurance
- Employer paid \$10,000 basic life insurance with additional coverage available including long and short-term disability, accidental death and dismemberment, and long-term care insurance
- Employee Assistance Program
- Nationwide Pet Insurance
- Oregon Savings Growth Plan - An optional deferred compensation program that offers a wide variety of investment opportunities
- Flexible spending accounts (FSA)



Learn more about our compensation, and benefits here: [Careers with the Secretary of State](#)

P osition Description

The primary purpose of this position is to administer the information security program and serve as the technical security advisor for the Elections Division. This accomplished in part by, but is not limited to:

- Ensure the confidentiality, integrity and availability of agency information assets by providing guidance on security incidents, security features and/or risks in a given information systems environment.
- Work with Federal, State and County Election offices on cybersecurity best practices on Elections and voting systems.
- Provide system administration for information security hardware and software.
- Monitor, track compliance and document incident handling responses on existing systems.
- Conduct Information System Security Engineering activities at the subsystem and system level of design and provides security consultation on proposed designs.
- Enforce compliance with Configuration Management (CM) and Information Security governance to ensure IT policy, directives and guidance are followed on agency systems and Election systems.
- Complete Vulnerability scans, Information System Security audits, analysis, risk assessments, vulnerability assessments, intrusion detection/prevention and log monitoring of computing resources.
- Provide support for system engineering life cycle from the specification through the design or hardware or software, procurement and development integration, test, operations, and maintenance.

T o Qualify

Your application must demonstrate education and experience in the following:

- Seven (7) years of information systems experience in security administration or security data analysis

OR

- An Associate's degree or higher in Computer Science, Information Technology, or related field, OR completion of a two (2) year accredited vocational training program in information technology or related field; AND 5 years of information systems experience in security administration or security data analysis

OR

- A Bachelor's degree in Information Technology, Computer Science, or related field AND three (3) years of information systems experience in security administration or security data analysis

OR

- Master's degree in Information Technology, Computer Science, or related field AND one (1) year of information systems experience in security administration or security data analysis

Work history in security administration or security data analysis must include:

- Vulnerability management and network scanning tools
- Documenting security objectives, needs, processes, functions, and requirements
- Evaluating and implementing security systems and software
- Security incident management
- Log correlation and event management systems

As the most competitive candidate, your application will demonstrate the following requested skills and experience:

- Security systems strategic planning
- Firewall and network security policies and rules
- Experience integrating data and creating dashboards, alerts, and searches in Splunk
- Web-based application scanning, remediation, and security best practices

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must clearly show 1) your name; 2) the name and address of the institution; and 3) the degree received. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

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How to Apply

This recruitment will close on Wednesday, April 14th, 2021 at midnight.

Oregon state government is excited to announce its recruitment system transition from NEOGOV to Workday. This change took place in February 2019. For more information on how the transition will affect you, please visit the [Applicant FAQ](#).

Current state of Oregon employees must apply in Workday under the Career worklet here: [View Job Posting Details - Workday \(myworkday.com\)](#)

Non-state of Oregon employees must apply here: [Oregon Job Opportunities - Workday \(myworkdayjobs.com\)](#)

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State's office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system. No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

VETERAN'S PREFERENCE: Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action. If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service-connected pension. Disabled Veteran's must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State's Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience and training. Please note that your response will also be evaluated for English usage, grammar, spelling and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse workplace.

***We are not looking for people who are looking for a job,
we are looking for people who want to serve the State of
Oregon and make a difference in others' lives.***