



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 10/05/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: IT SECURITY ANALYST			
Pay Grade HG 14	Salary Range \$51,188-66,809	Classification Hourly	
Department: INFORMATION TECHNOLOGY	Location: Okmulgee	Location Code: 55	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under general supervision, assists in the planning and implementation of IT system, business operation, and facility defenses against breaches and vulnerability issues. The IT Security Analyst role is to ensure data confidentiality, integrity and availability by assisting with audits of existing systems, and administering security policies, activities and standards.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Perform risk assessments to identify control strengths/weaknesses, assess the effectiveness of existing controls, and recommends remedial action. 2. Responds to security requests, problems reports, questions, and incident reports; recommends or takes corrective action and follow-up on corrective actions to ensure that threats and vulnerabilities are addressed. 3. Provides assistance with the definition, implementation, maintenance and monitoring of information security requirements for applications, systems and other technology resources. 4. Assist in strategic security planning to achieve business goals by recommending initiatives and coordinating the evaluation, deployment, and management of current and future security technologies. 5. Assist with the development, implementation, maintenance, and enforcement of policies, procedures and associated plans for system security administration and user system access based on industry-standard best practices. 6. Assist with audits of compliance with established security policy and procedure. 7. Work closely with IT department on technology development to fully secure information, computer, network, and processing systems. 8. Assist with the design and implementation of disaster recovery and business continuity plans, procedures, and enhancements. 9. Performs other related duties as assigned. 10. Design security policy education, training, and awareness activities; monitoring compliance with security policy and applicable law; and coordinating investigation and reporting of security incidents. Primarily responsible for application security assessments 11. Write specifications for business requirements and design IT



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	systems and components that meet these requirements, ensuring quality, efficiency, compatibility with existing IT systems and networks.
Minimum Requirements:	1. Minimum Requirements –Associates Degree and three years of experience in Information Technology
Preferred Requirements:	3. Prior experience in information security including experience in planning and executing security policies
Valid Oklahoma Driver’s License required?	Yes
Please list any additional licenses required:	CISO, CISSP,

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise



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Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.