



## Job Description

### **INFORMATION SECURITY ANALYST**

#### **POSITION SUMMARY**

This position is responsible for the development and implementation of a complete security program centered on IT and health related methodology (i.e. HIPAA) infrastructure and best practices. The Information Security Analyst serves as a technical leader for Information Security projects and provides technical expertise to Commonwealth Care Alliance. This position will be need to ensure that confidentiality of information for all systems is maintained; develops and enforces data security policies and procedures; installs and maintains technology to protect the network and systems from outside influences; assists in the design and implementation of new systems and reviews existing systems to ensure data security compliance; develops and updates data integrity, audit guidelines, authentication and authorization standards; and responsible for the overall computer security incident response and reporting.

#### **PERMANENT AND ESSENTIAL RESPONSIBILITIES**

- Provide Information Security guidance and leadership to project teams. Report status, issues and timelines to management staff and project teams as needed.
- Act as technical lead for security projects including requirements definition, task planning, research, testing, implementation and management.
- Establish and enforce data security and emergency measures policies and procedures
- Audit compliance with data security policies and procedures.
- Design security solutions and provide recommendations for technical programs and projects. Assist in the design and implementation of new systems and reviews existing systems to ensure data security compliance
- Develop and update data integrity, audit guidelines, authentication and authorization standards.
- Responsible for computer security incident response and reporting.
- Conduct security reviews and risk assessments of applications and infrastructure.

#### **OTHER KEY RESPONSIBILITIES**

- Management and oversight of server patch levels and network equipment patch levels.
- Manage System Backup process.
- Manage (custodian of) software licenses for existing and future software
- Manage "Systems" portion of Disaster Recovery plan

**REQUIREMENTS:**

- Bachelor's Degree
- 5-7 Years of Experience in the healthcare industry
- HIPAA Security
- SQL Server Experienced Required
- Microsoft Infrastructure Experience
- Demonstrated knowledge and understanding of information technology industry trends (health care) and emerging technologies and an ability to relate them to the company and its objectives;
- Ability to initiate and develop new solutions to problems; to identify new opportunities; and have organizational perspective to see how the pieces fit and reflect that perspective in day-to-day decisions;
- Experienced ability within a team environment particularly ability to work people across the organization to accomplish common objectives;
- Self-directed and proven initiation skills;
- Analytical and troubleshooting skills; and
- Team player and able to work independently

**TO APPLY FOR THIS POSITION, PLEASE CLICK ON THE LINK  
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