

Florida State Courts System

Class Specification

Class Title: Information Security Coordinator

Class Code: 4245

[Pay Grade 111](#)

General Description

The essential function of the position within the organization is to design, implement, and review security programs and policies to enhance the security posture of court information systems, including disaster preparedness, business continuity of operations, and infrastructure. This position works independently under general guidance and limited supervision and is reviewed on attainment of organization goals.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Reviews current security policy for effectiveness against current information security threats.

Reviews and updates Disaster Preparedness documentation to reflect current needs.

Reviews and updates Continuity of Operations Plan and test implementation annually.

Develops an ongoing security awareness program that will be deployed to all Court employees. This will be consistent with Court Security Policy.

Reviews implementation of security policies and practices for all Appellate Courts for compliance with Court Information Security Program.

Reviews log files and syslog records for suspicious activity regarding the access of court Information Services Systems resources.

Assists in supporting security initiatives with Circuit and Trial Court organizations.

Assists in developing the Security Policies to be implemented by the Court that will improve the security posture of the Court.

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Manages the Public Key Infrastructure Used by the Court.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Negotiates, exchanges ideas, information, and opinions with others to formulate policy and programs or arrives jointly at decisions, conclusions, or solutions.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Has responsibility for achieving major economies or preventing major losses through the management of a large department, or through interpreting policy as legal counsel.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical and classifications or schemes.

Communications Requirements:

Involves the ability to read, write, and speak.

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Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

The impact of errors is serious – affects most units in organization, and may affect general public.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Supervises the handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in business management, computer science, management information systems, or a closely related field.

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Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Six years of computer experience, including two years in computer systems security programs.

License, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None