USC University of Southern California

Security Metrics and Data Reporting Analyst
Job Description

JOB INFORMATION

Job Code:	166035
Job Title:	Security Metrics and Data Reporting Analyst
FLSA Status:	Exempt
Supervisory:	May oversee student and/or temporary workers.
Job Family:	IT Security
Job Family Group:	Information Technology
Management Level:	7 Individual Contributor

JOB SUMMARY

Responsible for implementing tools and developing techniques for measuring and reporting technical performance metrics. Responsible for developing and running reports on regular schedules. Maintains storage of performance metrics; collects, validates, interprets, and organizes various types of data into meaningful reports and/or summaries for designated audiences. Responsible for completing business trend analysis, monitoring key performance metrics and communicating the effectiveness of security process and controls to management, Information Security teams, and other designated audiences.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		Bachelor's degree		
	X	Bachelor's degree		

Additional Education

Check here if experience may substitute for some of the above education.

X	Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		3 years		
	X	5 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

	Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Passionate understanding and working knowledge of information security fundamentals and risk-based approach to information security.
X		Understanding of end-to-end security metrics process including metrics collection, tracking and reporting, including ownership and responsibilities for each activity.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Strong experience in developing automated tools used to calculate metrics and visualization tools for reporting.
X		Ability to analyze data using industry leading tools reporting including the use of complex macros and scripts for reporting and data mining purposes from multiple sources.
	X	Passion and expert skills in building elegant and interactive data visualizations of complex information including drill-down capability.
	X	Advanced experience in the design and creation of security and compliance metrics as well as dashboards for Senior Management.
	X	Advanced skills in Microsoft PowerPoint and Publisher. Application development experience in one or more of the following environments: .NET, ColdFusion, LAMP, etc.
	X	Experience with scripting languages (Python, Perl, Bash, PHP, etc.).
	X	Strong Information Security Industry background including one or more Security certifications (CISSP, CISM, CISA).
	X	Solid understanding of Security concepts.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Determines requirements for technical solutions and tools to effectively implement an Information Security Metrics program.				
Reviews Information Security metrics for efficiency of various Cybersecurity programs. Provides insight to the Information Security Governance and Risk Management team.				
Develops and automates cybersecurity metrics with specific procedures for data collection, analysis and charting.				
Develops and maintains a security dashboard, metrics roadmap, and scorecard. Collects and analyzes information security metrics on a periodic basis.				
Presents information security metrics to the Information Security Governing Body periodically to provide visibility into existing and imminent threats.				
Maps metrics back to the Schools, Units and Hospitals, ITS and Information Security strategic objectives, for providing insight into the effectiveness and efficiency of security processes and controls.				
Defines and implements processes measuring utilization of metrics across schools, units, hospitals, and the Information Security organization, including formal Information Security response to schools, units and hospitals security requests.				
Maintains awareness and knowledge of current changes within legal, regulatory, and technology environments which may affect operations. Ensures senior management and staff are informed of any changes and updates in a timely manner. Establishes and maintains appropriate network of professional contacts. Maintains membership in appropriate professional organizations and publications. Attends meetings, seminars and conferences and maintains continuity of any required or desirable certifications, if applicable.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)	Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____   _____   _____
Print Employee Name   Signature   Date

_____   _____   _____
Print Manager Name   Signature   Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,
duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.