# Job Family Matrix

## Job Function: Information Technology  
**Job Family:** IT Information Security - Professional

## Job Family Summary:
Perform or manage a range of activities related to the design and implementation of information security and identity and access procedures, controls, and programs. Role may focus on technical or business aspects of security, or encompass a mixture of both.

<table>
<thead>
<tr>
<th>Job Title: IT Information Security Professional III</th>
<th>Job Title: IT IAM Professional III</th>
<th>Job Title: IT Information Security Professional IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level: 57</td>
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<td>Grade Level: 58</td>
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<tr>
<td>Exemption: Exempt</td>
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## Job Summary
Responsible for implementation of security procedures which safeguard the confidentiality, integrity and availability of systems and data. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

### Core Duties
- Perform procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destruction
- Weigh business needs against security concerns and articulate issues to community stakeholders and management
- May participate in evaluation of security products, services and/or procedures to enhance productivity and effectiveness
- Maintain awareness of changes in local, state, and federal laws as well as industry standards, guidelines, and current business objectives of the School and University
- May perform or contribute to risk assessments
- Ensure that user community understands and adheres to necessary procedures to maintain security
- Collaborate to continuously improve processes, policies and procedures
- May provide training to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct
- Work with management to review project plans and proposals and develop project objectives; identify project responsibilities by determining the phases and elements of the project; calculate time frames and sequence the stages of the project
- Develop and manage IAM development strategies
- Oversee, coordinate, and perform technical aspects of project; research issues
- Ensure the preparation and delivery of required project documentation
- Test data mining to represent common IAM data roles and data types
- Prepare and provide project status updates
- Contribute to communication plan and change management
- May provide training to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct
- Perform complex procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destruction
- Recognize and identify potential areas where existing data security policies and procedures require change, or where new ones need to be developed (firewalls, intrusion detection, vulnerability scanning, host operating systems, and network devices)
- Weigh business needs against security concerns and articulate issues to community stakeholders and management
- Perform or contribute to risk assessments
- Provide community stakeholders and management with risk assessments and security briefings to advise them of critical issues that may affect security objectives
- Evaluate and recommend security products, services and/or procedures to enhance productivity and effectiveness
- Maintain awareness of changes in local, state, and federal laws as well as industry standards, guidelines, and current business objectives of the School and University
- Advise unit/school on questions in support of processes; ensure that user community understands and adheres to necessary procedures to maintain security
- Collaborate to continuously improve processes, policies and procedures
- Provide training to clients/staff
- May function as subject matter expert or project lead
- Abide by and follow the Harvard University IT Code of Conduct
# Job Family Matrix

<table>
<thead>
<tr>
<th>Basic Qualifications</th>
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<tbody>
<tr>
<td>Minimum of two years’ post-secondary education and/or relevant work experience</td>
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<td>Minimum of five years’ post-secondary education and/or relevant work experience</td>
</tr>
<tr>
<td>Familiarity with information security concepts, relevant tools and standards</td>
<td>Familiarity with domain structures, user authentication, and digital signatures</td>
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</tr>
<tr>
<td>Experience developing web applications and strong problem solving and analytical skills</td>
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<thead>
<tr>
<th>Additional Qualifications and Skills</th>
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<tr>
<td>Minimum two years’ additional post-secondary education and/or relevant work experience</td>
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<td>Knowledge of Microsoft Office Suite, advanced Excel skills</td>
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<td>Knowledge of advanced information security principles</td>
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<tr>
<td>Knowledge of information security principles</td>
<td>Experience with emerging Cloud/DevOps infrastructure technologies</td>
<td>Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor</td>
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<tr>
<td>Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor</td>
<td>Demonstrated experience with systems and data query tools</td>
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**Job Family Summary:** Perform or manage a range of activities related to the design and implementation of information security and identity and access procedures, controls, and programs. Role may focus on technical or business aspects of security, or encompass a mixture of both.

**Core Duties**

- Serve as an information security expert in one or more of application development, database design, network, operating systems, policies, standards, risk assessment, etc. helping project teams comply with enterprise and IT security policies, industry regulations, and best practices
- Research, design, and advocate new technologies, architectures, products, policies, processes or procedures that will support security requirements for the university, business partners, and vendors
- Contribute to the development and maintenance of information security strategy and architecture
- Analyze business impact and risk exposure based on emerging information security threats and vulnerabilities
- Advise on and communicate about information security risks and solutions to business partners and IT staff
- Evaluate and recommend information security products, services and/or procedures to enhance productivity and effectiveness
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- Provide training to clients/staff
- Function as subject matter expert or project lead
- Serve as an authentication/authorization/federation expert in IAM
- Lead design and development of logical and physical data models to support business requirements
- Contribute to the development and maintenance of information security strategy and architecture
- Analyze business impact and exposure based on emerging security threats, vulnerabilities, and risks
- Partner with developer resources to define a future state database and infrastructure
- Perform unit, system and integration testing of database and ETL programs
- Participate in production support as needed
- Conduct peer code reviews
- Create and maintain technical documentation
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- Advise on and communicate about IAM security risks and solutions to business partners and IT staff as needed
- Research, design, and advocate new IAM technologies, architectures, and security products that will support security requirements
- Provide training to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct
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<th>Job Function:</th>
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**Job Family Summary:** Perform or manage a range of activities related to the design and implementation of information security and identity and access procedures, controls, and programs. Role may focus on technical or business aspects of security, or encompass a mixture of both.

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**Job Title:** IT Information Security Professional VI

**Job Code:** I0460P

**Grade Level:** 60  
**Exemption:** Exempt

**Effective/Revision Date:** December 2017

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**Job Summary**

Direct the development and delivery of information security standards, best practices, architecture, processes, and systems to ensure information system security across a school or the University. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

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**Core Duties**

- Lead and manage the design, implementation, maintenance and performance of information security capabilities on networks and systems
- Ensure creation of secure cloud architectures that leverage the right mix of traditional and emerging cloud-specific security controls
- Oversee the design and work with IT groups across a school or the University on implementation and maintenance of information security controls on networks and systems
- Manage development and delivery of relevant IT Security standards, best practices and architecture
- Provide School or University-wide leadership for incident response and digital forensics during security incidents
- Evaluate and deploy new processes and technologies as appropriate
- Evaluate and recommend new processes and technologies as appropriate
- Foster change by building key partnerships and cultivating the role of a trusted advisor across the school or University
- Communicate knowledgeably on a broad range of technical topics within information security and information technology while advising and interacting with technology specialists in administrative and research areas
- May oversee the budget related to tools and capabilities acquisition within this function
- Coordinate or lead information security awareness activities
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- Provide training to clients/staff
- Function as a subject matter expert or project lead
- Abide by and follow the Harvard University IT Code of Conduct
### Basic Qualifications
- Minimum of seven years' post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards
- Supervisory experience

### Additional Qualifications and Skills
- Minimum three years' demonstrated highly specialized knowledge of a specific technology
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced Information Security principles
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

### Certificates and Licenses
- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
- IT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC

### Physical Requirements

### Working Conditions
- Work is performed in an office setting
## Job Family Matrix

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<tr>
<td>Manage comprehensive planning, design, evaluation and implementation of security procedures which safeguard the confidentiality, integrity and availability of systems and data. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.</td>
<td>Lead comprehensive planning, design, evaluation and implementation of security procedures which safeguard the confidentiality, integrity and availability of systems and data. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.</td>
<td>Lead and manage comprehensive collaboration, development, and implementation of IAM architectures, solutions, and policies. Role may focus on technical or administrative aspects of IAM, or encompass a mixture of both. Responsible for guiding the design and delivery of IAM systems for high availability, security, manageability, and reliability.</td>
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<th>Core Duties</th>
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<td>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</td>
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<tr>
<td>• Perform complex procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access, modification, disruption or destruction</td>
<td>• Serve as an information security expert in application development, database design, network, and/or platform (operating system) efforts, helping project teams comply with enterprise and IT security policies, industry regulations, and best practices</td>
<td>• Serve as an IAM expert in application development, database design, network, and/or platform (operating system) efforts, related to all layers of IAM applications, including: Authorization/Authentication, Identity Registry Management and Account Creation, Management, and Provisioning to data repositories</td>
</tr>
<tr>
<td>• Recognize and identify potential areas where existing data security policies and procedures require change, or where new ones need to be developed (firewalls, intrusion detection, vulnerability scanning, host operating systems, and network devices)</td>
<td>• Research, design, and advocate new technologies, architectures, and security products that will support security requirements</td>
<td>• Research, design, and advocate new technologies, architectures, and security products that will support IAM requirements for the enterprise and its customers, business partners, and vendors</td>
</tr>
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<td>• Weigh business needs against information security concerns and articulate issues to management</td>
<td>• Contribute to the development and maintenance of information security strategy and architecture</td>
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<td>• Provide stakeholders and management with risk assessments and security briefings</td>
<td>• Analyze business impact and risk exposure based on emerging security threats and vulnerabilities</td>
<td>• Contribute to the development and maintenance of information security strategy and architecture</td>
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<td>• Evaluate and recommend security products, services and/or procedures</td>
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<td>• Maintain awareness of changes in local, state, and federal laws as well as industry standards, guidelines, and current business objectives of the School and University</td>
<td>• Maintain awareness of legal changes, industry standards, and current business objectives</td>
<td>• Contribute to the development and maintenance of information security strategy and architecture</td>
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<td>• Advise unit/school on questions in support of processes; ensure that user community understands and adheres to necessary procedures to maintain security</td>
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### Basic Qualifications
- Minimum of five years’ post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards
- Supervisory Experience

### Basic Qualifications
- Minimum of seven years’ post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards
- Supervisory Experience

### Basic Qualifications
- Minimum of seven years’ post-secondary education and/or relevant work experience
- Familiarity with domain structures, user authentication and authorization, and digital signatures, firewall theory and configuration, in-depth knowledge of intrusion detection and internet architecture
- Supervisory Experience

### Additional Qualifications and Skills
- Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced Information Security principles
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

### Additional Qualifications and Skills
- Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced Information Security principles
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### Additional Qualifications and Skills
- Master’s degree in relevant field
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced IT Security principles
- Demonstrated experience with systems and data query tools
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

### Certificates and Licenses
- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
- IT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC

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### Certificates and Licenses
- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
- IT Security Certification preferred

### Physical Requirements
- Work is performed in an office setting

### Physical Requirements
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### Physical Requirements
- Work is performed in an office setting

### Working Conditions
- Work is performed in an office setting
## Job Family Matrix

**Job Function:** Information Technology  
**Job Family:** IT Information Security - Management

**Job Family Summary:** Perform or manage a range of activities related to the design and implementation of information security and identity and access procedures, controls, and programs. Role may focus on technical or business aspects of security, or encompass a mixture of both.

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**Job Summary**

Direct the development and delivery of information security standards, best practices, architecture, processes, and systems to ensure information system security across a school or the University. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

**Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Lead and manage the design, implementation, maintenance and performance of information security capabilities on networks and systems
- Ensure creation of secure cloud architectures that leverage the right mix of traditional and emerging cloud-specific security controls
- Oversee the design and work with IT groups across a school or the University on implementation and maintenance of information security controls on networks and systems
- Manage development and delivery of relevant IT Security standards, policies, best practices and architecture
- Provide School or University-wide leadership for incident response and digital forensics during security incidents
- Evaluate and deploy new processes and technologies as appropriate
- Evaluate and recommend new processes and technologies as appropriate
- Perform or coordinate risk assessments
- Foster change by building key partnerships and cultivating the role of a trusted advisor across the school or University
- Communicate knowledgeably on a broad range of technical topics within information security and information technology while advising and interacting with technology specialists in administrative and research areas
- May oversee the budget related to tools and capabilities acquisition within this function
- Coordinate or lead information security awareness activities
- Provide training to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

Direct the development and delivery of IAM security standards, best practices, architecture and systems to ensure information system security across the organization, designing systems for high availability, security, manageability, and reliability.

**Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Serve as an expert in IAM
- Implement processes and methods for auditing and addressing non-compliance to information IAM standards; facilitate change
- Conduct studies within and outside the organization to ensure compliance with standards and currency with industry IAM norms
- Manage and participate in the planning and implementation of IAM administration
- Responsible for evaluation and selection of IAM applications and systems
- Make recommendations and assist in the implementation of changes to work methods and procedures to make them more effective or to strengthen IAM security measures
- Collaborate with management and university representatives to develop initiatives and oversee the ongoing management of established partnerships
- Responsible for strategic planning and roadmap
- Abide by and follow the Harvard University IT Code of Conduct
# Job Family Matrix

## Basic Qualifications
- Minimum of seven years' post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards
- Supervisory experience
- Minimum of seven years' post-secondary education and/or relevant work experience
- Familiarity with domain structures, user authentication, and digital signatures, firewall theory and configuration, in-depth knowledge of intrusion detection and internet architecture
- Supervisory experience

## Additional Qualifications and Skills
- Minimum three years' demonstrated highly specialized knowledge of a specific technology
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced Information Security principles
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
- Minimum three years' demonstrated highly specialized knowledge of a specific technology
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced IT security principles
- Demonstrated experience with systems and data query tools
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

## Certificates and Licenses
- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
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## Physical Requirements
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