

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.			
Job Title: IT Information Security Professional III		Job Title: IT IAM Professional III	
Job Code: I0457P		Job Code: I0557P	
Grade Level: 57 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: April 2020		Effective/Revision Date: April 2020	
Job Summary		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.		Contribute to the analysis, design, implementation and maintenance of all layers of IAM applications, including: Authorization/Authentication, Identity Registry Management and Account Creation/Management/Provisioning in data repositories.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Review or perform procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destruction • Maintain awareness of emerging threats and trends within Information Security • May perform or contribute to risk assessments • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 		<ul style="list-style-type: none"> • Coordinate and perform technical aspects of project; research issues • Prepare and provide project status updates • May 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 • Ensure compliance with University standards for security, privacy, and accessibility • Ensure the preparation and delivery of required project documentation • Contribute to the development and management of IAM development strategies • Contribute to communication plan and change management • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Review or 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) • Perform or contribute to risk assessments • Maintain awareness of emerging threats and trends within Information Security • Provide community stakeholders and management with security risk assessments and security briefings to advise them of issues that may affect business outcomes • Advise unit/school on questions in support of processes • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 		<ul style="list-style-type: none"> • Review or 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) • Perform or contribute to risk assessments • Maintain awareness of emerging threats and trends within Information Security • Provide community stakeholders and management with security risk assessments and security briefings to advise them of issues that may affect business outcomes • Advise unit/school on questions in support of processes • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Minimum of two years' post-secondary education or relevant work experience 	<ul style="list-style-type: none"> Minimum of two years' post-secondary education or relevant work experience 	<ul style="list-style-type: none"> Minimum of five years' experience post-secondary education or relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Minimum two years' additional post-secondary education or relevant work experience Familiarity with information security concepts, relevant tools and standards Knowledge of Microsoft Office Suite, advanced Excel skills Knowledge of information security principles Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> Minimum two years' additional post-secondary education or relevant work experience Familiarity with domain structures, user authentication, and digital signatures Experience developing web applications and strong problem solving and analytical skills Knowledge of Microsoft Office Suite, advanced excel skills Knowledge of advanced IAM security principles Experience with emerging Cloud/DevOps infrastructure technologies Demonstrated experience with systems and data query tools Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced Excel skills Familiarity with information security concepts, relevant tools and standards 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	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred IT Security Certification preferred 	<ul style="list-style-type: none"> 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	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting

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.			
Job Title: IT IAM Professional IV		Job Title: IT Information Security Professional V	
Job Code: I0558P		Job Code: I0459P	
Grade Level: 58 Exemption: Exempt		Grade Level: 59 Exemption: Exempt	
Effective/Revision Date: April 2020		Effective/Revision Date: April 2020	
Job Summary		Job Summary	
Responsible for the analysis, design, implementation and maintenance of all layers of IAM applications, including: Authorization/Authentication, Identity Registry Management and Account Creation/Management/Provisioning in data repositories. Role may focus on technical or administrative aspects of IAM, or encompass a mixture of both.		Lead comprehensive collaboration, design, development, and implementation of enterprise information security architectures, solutions, and policies. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Review or perform complex procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction • Ensure compliance with University standards for security, privacy, and accessibility • Contribute to the development and management of IAM development strategies • Collaborate with colleagues across the University to ensure successful integration with existing systems and services • Perform unit, system and integration testing of database and ETL programs • Create and maintain technical documentation • Collaborate to continuously improve processes, policies and procedures • Advise unit/school on questions in support of processes • Mentor others on the team • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 		<ul style="list-style-type: none"> • Serve as an information security expert, helping project teams comply with enterprise and IT security policies, regulations, and recommend strategic solutions • Support adoption and expansion of new services that align with Harvard's mission • Seek opportunities to research, design, and advocate new technologies, architectures, products, policies, processes or procedures that will support security requirements for the university, business partners, and vendors • Recommend mitigation steps to reduce business impact of emerging information security threats and vulnerabilities • Ensure accurate and timely reporting; prepare specialized and ad hoc reports • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Serve as an authentication/authorization/federation expert in IAM • Lead design and development of logical and physical data models to support business requirements • Lead the development and maintenance of IAM strategy and architecture • Coordinate unit, system and integration testing of database and ETL programs • Seek opportunities to research, design, and advocate new IAM technologies, architectures, and security products that will support security requirements • Collaborate with business stakeholders to create IAM policies to support business needs • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 			

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Minimum of five years' experience post-secondary education or relevant work experience 	<ul style="list-style-type: none"> Minimum of seven years' post-secondary education or relevant work experience 	<ul style="list-style-type: none"> Minimum of seven years' post-secondary education or relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced excel skills Familiarity with domain structures, user authentication, and digital signatures Experience developing web applications and strong problem solving and analytical skills Knowledge of advanced IAM security principles Experience with emerging Cloud/DevOps infrastructure technologies Demonstrated experience with systems and data query tools Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced excel skills Familiarity with information security concepts, relevant tools and standards Knowledge of advanced information 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 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced excel skills Familiarity with domain structures, user authentication, and digital signatures, firewall theory and configuration, in-depth knowledge of intrusion detection and internet architecture Knowledge of advanced IT security principles Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred IT Security Certification preferred 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred IT Security Certification preferred
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting

Job Family Matrix

Job Function: Information Technology	Job Family: IT Information Security - Professional
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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.

Job Title: IT Information Security Profession VI

Job Code: I0460P

Grade Level: 60 **Exemption:** Exempt

Effective/Revision Date: April 2020

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

- Be a thought leader and contribute to School and University-wide Information security strategy
- Be a leader for information security awareness
- Direct the design, implementation, maintenance and performance of information security capabilities to support strategy
- Manage development and delivery of relevant IT Security standards, practices and architecture
- Collaborate to create secure cloud architectures that balance security and business needs
- Oversee the design and work with IT groups across a school or the University on implementation and maintenance of information security controls
- Contribute to School or University-wide security incident response
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- May oversee the budget related to tools and capabilities acquisition within this function
- Foster change by building key partnerships and cultivating the role of a trusted advisor across the school or University
- Abide by and follow the Harvard University IT Code of Conduct

Job Family Matrix

Basic Qualifications

- Minimum of seven years' post-secondary education or relevant work experience

Additional Qualifications and Skills

- Minimum three years' demonstrated highly specialized knowledge of a specific technology
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Familiarity with information security concepts, relevant tools and standards
- 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

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.			
Job Title: IT Information Security Mgt IV		Job Title: IT Information Security Mgt V	
Job Code: I0458M		Job Code: I0459M	
Grade Level: 58 Exemption: Exempt		Grade Level: 59 Exemption: Exempt	
Effective/Revision Date: April 2020		Effective/Revision Date: April 2020	
Job Summary		Job Summary	
Responsible for 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.		Lead comprehensive collaboration, design, development, and implementation of enterprise information security architectures, solutions, and policies. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • 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 • Review or 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) • Perform or contribute to risk assessments • Maintain awareness of emerging threats and trends within Information Security • Provide community stakeholders and management with security risk assessments and security briefings to advise them of issues that may affect business outcomes • Advise unit/school on questions in support of processes • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 		<ul style="list-style-type: none"> • 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 information security expert, helping project teams comply with enterprise and IT security policies, regulations, and recommend strategic solutions • Support adoption and expansion of new services that align with Harvard's mission • Seek opportunities to research, design, and advocate new technologies, architectures, products, policies, processes or procedures that will support security requirements for the university, business partners, and vendors • Recommend mitigation steps to reduce business impact of emerging information security threats and vulnerabilities • Ensure accurate and timely reporting; prepare specialized and ad hoc reports • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 	
		<ul style="list-style-type: none"> • 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 authentication/authorization/federation expert in IAM • Lead design and development of logical and physical data models to support business requirements • Lead the development and maintenance of IAM strategy and architecture • Coordinate unit, system and integration testing of database and ETL programs • Seek opportunities to research, design, and advocate new IAM technologies, architectures, and security products that will support security requirements • Collaborate with business stakeholders to create IAM policies to support business needs • Act as a trusted advisor to clients/staff • Abide by and follow the Harvard University IT Code of Conduct 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Minimum of five years' experience post-secondary education or relevant work experience • Supervisory Experience 	<ul style="list-style-type: none"> • Minimum of seven years' post-secondary education or relevant work experience • Supervisory Experience 	<ul style="list-style-type: none"> • Minimum of seven years' post-secondary education or relevant work experience • Supervisory Experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced Excel skills • Familiarity with information security concepts, relevant tools and standards • Knowledge of advanced information security principles • Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced excel skills • Familiarity with information security concepts, relevant tools and standards • Knowledge of advanced information 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 	<ul style="list-style-type: none"> • Knowledge of Microsoft Office Suite, advanced excel skills • Familiarity with domain structures, user authentication, and digital signatures, firewall theory and configuration, in-depth knowledge of intrusion detection and internet architecture • Knowledge of advanced IT security principles • Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred • IT Security Certification preferred
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting

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Job Function: Information Technology	Job Family: IT Information Security - Management
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Job Title: IT Information Security Mgt VI	Job Title: IT IAM Mgt VI
Job Code: I0460M	Job Code: I0560M
Grade Level: 60 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: April 2020	Effective/Revision Date: April 2020
Job Summary	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.	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	Core Duties
<ul style="list-style-type: none"> • 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 • Be a thought leader and contribute to School and University-wide Information security strategy • Be a leader for information security awareness • Direct the design, implementation, maintenance and performance of information security capabilities to support strategy • Manage development and delivery of relevant IT Security standards, practices and architecture • Collaborate to create secure cloud architectures that balance security and business needs • Oversee the design and work with IT groups across a school or the University on implementation and maintenance of information security controls • Contribute to School or University-wide security incident response • Ensure accurate and timely reporting; prepare specialized and ad hoc reports • May oversee the budget related to tools and capabilities acquisition within this function • Foster change by building key partnerships and cultivating the role of a trusted advisor across the school or University • Abide by and follow the Harvard University IT Code of Conduct 	<ul style="list-style-type: none"> • 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 IAM expert • Responsible for strategic planning, roadmap, and implementation of IAM administration • 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 • Evaluate and select 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 • Abide by and follow the Harvard University IT Code of Conduct

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Minimum of seven years' post-secondary education or relevant work experience Supervisory experience 	<ul style="list-style-type: none"> Minimum of seven years' post-secondary education or relevant work experience Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Minimum three years' demonstrated highly specialized knowledge of a specific technology Knowledge of Microsoft Office Suite, advanced Excel skills Familiarity with information security concepts, relevant tools and standards Knowledge of advanced Information Security principles Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor 	<ul style="list-style-type: none"> Minimum three years' demonstrated highly specialized knowledge of a specific technology Knowledge of Microsoft Office Suite, advanced excel skills Familiarity with domain structures, user authentication, and digital signatures, firewall theory and configuration, in-depth knowledge of intrusion detection and internet architecture Knowledge of advanced IT security principles Demonstrated experience with systems and data query tools
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred IT Security Certification preferred
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting