

Caltech Employees Federal Credit Union

Information Security Analyst

Position Purpose

The Information Security Analyst will support the AVP of Infrastructure and Information Security in all aspects of installing, testing, optimizing and documenting the Credit Union's software, products, programs, policies, standards and procedures.

Duties and Responsibilities

- Responsible for enterprise wide patching of servers, storage, network, and endpoint systems including software, operating systems, and firmware upgrades.
- Assists in the installation, configuration and management of network devices, endpoints and software.
- Participates in maintaining an asset inventory of PCs, printers, servers, network devices and virtual machines, as well as all operating systems and software associated with those devices.
- Responsible for reviewing compliance of mobile devices and management.
- Responsible for monitoring and responding to alerts and reports generated by security systems, as well as assisting in tuning of alerts and modification of reports to improve efficiency and security posture.
- Responsible for reviewing log files generated by security devices, network equipment and endpoints.
- Participates in developing and following procedures for reporting on monitored tools.
- Assists in creation and management of software execution and access control policies.
- Responsible for managing email security system, including tuning of mail security rules, malicious email incident handling and email quarantine management.
- Participates in reviewing and remediating vulnerabilities identified through both external and internal vulnerability assessments, including mitigation and hardening of systems from known and potential vulnerabilities.
- Assists in identifying, researching and remediating publicly published vulnerabilities.
- Participates in security incident investigation and response.
- Participates and leads in ongoing penetration testing, social engineering, and other exercises designed to test the effectiveness of current controls and identify areas for improvement.
- Participates in receiving and responding to staff support requests.
- Assists in identifying, troubleshooting and resolving network and equipment issues.
- Assists in ensuring that Credit Union technology staff are complying with change management and documentation guidelines.
- Participates in performing Risk Assessments of the Credit Union's critical infrastructure.
- Participates in tracking and auditing of 3rd party network access.
- Participates in ongoing analysis of security operations to identify areas for program improvement.
- Uses all the tools at their disposal to hunt down potentially malicious software, traffic, or actors within the Credit Union infrastructure and report to management.
- Performs other duties as assigned.
- Performs all duties in compliance with credit union policies, procedures, and appropriate regulatory statutes.

Qualifications and Requirements

- Bachelor's degree in Computer Science is preferred.
- Requires 4+ years' experience providing support of information systems and information technology. Work within a financial Institution is preferred. Direct experience in information security is preferred.
- Requires extensive knowledge and experience managing Microsoft Active Directory/Exchange.
- Strong technical knowledge of information security technologies including but not limited to firewalls, intrusion detection/prevention systems, security event monitoring, log management, and vulnerability assessment.
- Knowledge of information security best practices.
- Ability to perform Risk Assessments on software and technology systems.
- Excellent problem-solving skills and ability to offer multiple solutions to technical and operational support problems and challenges.
- Strong project management capabilities.
- Detail oriented.
- Ability to estimate problem resolution times, either independently or in collaboration with other team members.
- Experience with software and hardware installations and writing process steps to complete both.
- Self-motivator with strong interpersonal, communication and analytical skills.
- Ability to develop effective working relationships with all staff at all levels.
- Excellent verbal and written communication skills in English.
- Ability to communicate information and ideas in speaking so others will understand.
- Ability to uphold confidentiality standards and exercise discretion and good judgment.
- Must be bondable by the credit union's insurance agency.