



Job Description

Title: Security & Compliance Manager	Department: Integration	
Report to: Mark Middleton	City: Non-Site	State:

SUMMARY:

The Security & Compliance Manager reports to the Cloud Operations Director and is responsible for overall Security and Compliance insuring the confidentiality, integrity, and availability of Cloud Services. The position is responsible for defining and implementing Security policies, procedures, controls, and architecture including monitoring and incident response. The position will also be responsible for defining and documenting ITIL Service Management processes, toolsets, workflow for Cloud Services, as well as acting as the Quality officer for Cloud Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement overarching Security Policies and Processes addressing privacy, administrative, physical and technical controls.
- Serve as the HIPAA Security Officer
- Facilitate and document the overall Security Architecture
- Insure Security monitors are in place for all levels of the infrastructure
- Define Security Incident Response plan
- Coordinate training and related documentation of staff
- Coordinate, conduct and document periodic security risk analysis
- Coordinate periodic testing of Security Controls
- Coordinate external audits, penetration tests, and all related Security certifications
- Train, mentor, and develop other engineers where needed.
- Serve as the Quality Officer for Cloud Services defining quality indicators and defining improvement plans where appropriate.
- Define ITIL Process and Implement appropriate Toolsets and workflow.
- Conduct Customer Disaster Recovery after action reviews.

SUPERVISORY RESPONSIBILITIES:

- Directly manages assigned employee group.

- Carries out management and supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER DUTIES AND RESPONSIBILITIES:

- Constant improvement of all services and processes
- Other duties as assigned

MINIMUM QUALIFICATIONS: (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Experience:

- Seven years or more of progressive experience in implementing, configuring, and supporting Information Systems at the application, network, storage, server, operating system, and infrastructure level.
- Three years experience in Security administration, compliance, and technologies is preferred for this position.
- Education or equivalent experience in ITIL, Cobit, and/or HIPAA preferred for this position.

Education:

- Bachelor degree in Information Management, Computer Science, Information Security or other related field or an equivalent amount of experience is preferred for this position.

Certifications or Licenses:

- Certified Information Systems Security Professional (CISSP), Certified Information Security Manager (CISM), or equivalent certification is preferred for this position. ITIL Foundations or Service Manager preferred for this position.

Special Knowledge, Skills and Abilities:

TRAVEL REQUIRED:

Approximately 30% Travel

PHYSICAL DEMANDS: (The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions

of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to work long hours at a desk using a PC, video conferencing, and phone usage.
- Ability to occasionally lift and move computer equipment if necessary.
- Moderate overnight travel by land or air.

WORK ENVIRONMENT: (The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to office at home if needed
- Extensive use of desktop computer, mobile technologies video conference, phone, cell phone is essential for this function.