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ANNOUNCEMENT

March 25, 2021

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, FULL-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 052-21

Position Title

JUNIOR INFORMATION SECURITY ANALYST

Salary Range:

UGPP/M-01 \$40,762.00 – UGPP/M-07 \$50,953.00 Per Annum

Opening Date: March 29, 2021

Closing Date: April 09, 2021

Location:

Administration & Finance/Office of Information Technology (OIT)

MINIMUM QUALIFICATIONS:

Education:

- a) Bachelor's degree in Computer Science or related field from a U.S. accredited institution or foreign equivalent; or
- b) Any equivalent combination of training and experience in a technical information technology role.

Experience: 1-2 years of progressively responsible activities supporting network and system security, and forensics and forensic certified tools. 1-2 years of experience supporting endpoint security software and network-based security equipment. Use of various operating systems such as Microsoft Windows and UNIX OS versions and tools.

PREFERRED QUALIFICATIONS:

Experience: experience with installation and maintenance of open-source UNIX tools, Cisco IOS and CatOS, applications, and servers. Certified Information Systems Security Professional (CISSP) certification. 1-2 years using Guidance Software (or equivalent) enterprise and forensic tool set. Guidance EnCase certification. 1-2 supporting endpoint security software and network-based malware equipment. Use of FireEye and Qualys (or equivalent) equipment.

QUALIFICATIONS REQUIRED: Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

MINIMUM KNOWLEDGE, ABILITIES, AND/OR SKILLS:

Knowledge of operating systems with various Microsoft Windows and UNIX OS versions and tools. Good communication and customer service skills. Knowledge in maintaining and managing DNS, DHCP, and Intrusion Protection systems. Knowledge in maintaining InCommon Shibboleth systems. Knowledge and experience with implementing, configuring, and maintaining: perfSONAR, Globus, Microsoft WSUS, Bind DNS, SmokePing NfSen, NetDOT, LibreNMS, Microsoft Active Directory, Microsoft DNS and DHCP services.

CHARACTER OF DUTIES:

The Junior Information Security Analyst (JISA) will report to the Chief Information Officer. JISA will plan and carry out security measures to protect the University of Guam's computer networks and systems, following best practices to support research and education networks. JISA will continually adapt and stay up-to-date with the latest IT security methods and practices for preventing malicious infiltration of computer systems. JISA will be involved in creating and maintaining UOG's disaster recovery plan and restoring proper IT functions during disasters. JISA will collaborate with other team members in researching and implementing security measures to ensure and maintain the integrity of campus connectivity, systems, and information. Major job responsibilities include: 30% monitor campus network and investigate cyberattacks, violations, and breaches, 30% implement and plan campus security measures, 25% Conduct security assessments, penetration testing, and research the latest IT security best practices, 10 % develop university cyberinfrastructure security standards, policies, and best practices, and 5% other duties as assigned.

SPECIAL WORKING CONDITION:

Normal work schedule may include on-call, late evening or early morning work on a periodic or frequent need basis.

JUNIOR INFORMATION SECURITY ANALYST #052-21

EDUCATION:

Applicants claiming degrees or credit hours are required to upload a certified copy of the documents (e.g., unofficial transcripts, high school diploma, or GED certification) with an online job application through the UOG's online employment portal at <https://uog.peopleadmin.com>. Upon selection, the selected candidate will be required to submit an official transcript to the University of Guam Human Resources Office.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

All applicants must submit an online job application through UOG's online employment portal system at <https://uog.peopleadmin.com> and upload supporting documents with their application. For further information, please call 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 104, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

Jr. Information Security Analyst 03/25/21
Approved by Acting CHRO 03/25/21