

**CLASS TITLE: EMERGENCY MANAGEMENT CYBER SECURITY
COORDINATOR**

Class Code: 02705501
Pay Grade: 26A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform analytical and planning work in developing state and local emergency plans for cyber preparedness, response, recovery, and mitigation as related to emergency and disaster events for a major emergency program in the Planning Branch of the Rhode Island Emergency Management Agency; to coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government; and participate in major preparedness, response, recovery and mitigation operations; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with latitude for the exercise of independent judgment and initiative in supervising and organizing the branch's planning or program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To perform analytical and planning work in developing state and local emergency plans for cyber preparedness, response, recovery, and mitigation as related to emergency and disaster events for a major emergency program in the Planning Branch of the Rhode Island Emergency Management Agency; to coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government; and participate in major preparedness, response, recovery and mitigation operations.

To perform, analyze, develop, implement, or modify critical cyber infrastructure security policies or procedures.

To guide cybersecurity activities and cybersecurity risks as part of the organization's risk management processes.

To developing policy, plans, protocols, and exercises in protecting those processes, information, and systems directly involved in the delivery of critical infrastructure services.

To promote collaboration with industry, provides guidance to an organization on managing cybersecurity risk.

To perform Emergency Operations Center duties as required during incident.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of National Institute of Standards and Technology (NIST) Framework for Improving Critical Infrastructure Cybersecurity, dealing with information security policies; technical concepts in relation to information security; a thorough knowledge of network security vulnerabilities; information

assurance and related activities; procedures for performing network systems security assessments and security product evaluations; a thorough knowledge of networking capabilities with TCP/IP; recordkeeping, report preparation, filing methods and records management techniques used to analyze and evaluate various scenarios; a thorough knowledge analyzing cyber network risk management security policies or procedures to assess vulnerabilities; a thorough knowledge developing, coordinating and communicating cyber security policies; the ability to demonstrate interpersonal and communications skills with the ability to interact with people from many levels of industry and government; the ability to manage and solve complex problems; the ability to read and interpret procedure, professional and technical documents and write reports, correspondence, procedure manuals; the ability to represent the state in meetings with the public, media, and government bodies to successfully promote program goals; the ability to organize work, set priorities, and meet critical deadlines; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Bachelor's Degree in Emergency Management, Homeland Security, or related field such as Computer Science, Computer Technology, or Information Technology; and,

Experience: Such as may have been gained through: considerable experience in emergency management staff experience (emergency coordinator, planner, analyst or consultant) in a private, local, state or federal emergency management agency similar public safety related organization; experience in information security program administration and enforcement; the installation, setup and operation of network routers, switches, firewalls, data encryption devices and intrusion protection devices; implementing regulatory and industry standard information security compliance strategies; and information or cyber security incident responses and forensics.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

At the time of appointment:

1. Must obtain a valid Motor Vehicle Operator's license.
2. Must obtain and maintain a Department of Homeland Security Clearance.

Within six (6) months of appointment (subject to course availability):

1. Must obtain and maintain certificates of training for ICS 100, 200, 300, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.

Class Created: February 19, 2017