

# POSITION DESCRIPTION

**JOB TITLE:** Business Process Analyst 3  
**PN:** 20019728 **JOB CODE:** 69963

**AGENCY/DEPT ID**  
AGE924000

**DEPARTMENT DESCRIPTION**  
Information Systems Division

**AGENCY-SPECIFIC INFORMATION**

<b>REASON FOR CHANGE</b> Update			<b>COUNTY OF EMPLOYMENT</b> Franklin	
<b>USUAL WORKING TITLE OF POSITION</b> Senior Security Analyst		<b>POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR</b> 20019716 Data Systems Administrator		
<b>APPOINTMENT TYPE</b> Permanent	<b>CLASSIFIED INDICATOR</b> Classified	<b>OVERTIME STATUS</b> Overtime Eligible	<b>FILLED/VACANT</b> VACANT	<b>BARGAINING UNIT</b> 14
This row is to identify position specific variables for certain classifications				
<b>NORMAL WORKING HOURS (Explain unusual or rotating shift):</b> FROM: 08:00 AM TO: 05:00 PM				
JOB DESCRIPTION				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
50	Develops & maintains business and functional requirements for IT systems, ensuring compliance with cybersecurity, data privacy, & regulatory standards; assesses security risks, privacy concerns, & system dependencies, contributing to security design reviews & risk mitigation strategies; supports incident response coordination, assisting in security investigations, and remediation efforts; documents incident findings, tracks vulnerabilities measurements; creates IT system architecture & update security protocol documentation; assists in conducting security assessments, supports compliance audits, & ensures alignment with NIST, HIPAA, & ISO 27001; collaborates with IT security, compliance, & business teams to integrate cybersecurity best practices into system development & governance; assists in vendor security evaluations, facilitates security awareness training, & enhances organizational cybersecurity resilience.		<b>KNOWLEDGE:</b> (K046) Program Management; (K058*) Agency Policies & Procedures; (K059*) Government Structure & Process; (K061) Interviewing; (K093) Change Management. <b>SKILL:</b> (S044) Equipment Operations (e.g., personal computer, phone, printer); (S053) Data Visualization. <b>ABILITY:</b> (A102) Verbal: use proper research methods in gathering data; (A138) Communicate technical information to non-technical customers; (A139) Manage time efficiently.	
40	Analyzes information from stakeholders, business owners, customers, & management to ensure compliance with cybersecurity, data privacy, & security standards; collaborate with stakeholders, business owners, & IT teams to assess system security risks and assist in implementation of security controls, encryption strategies, & access management policies to protect sensitive information; collaborates with data owners and stewards to manage data assets effectively, ensuring compliance with state and federal mandates on data privacy & security; provides support to end-users on data governance practices related to cybersecurity & data privacy and prepares necessary documentation to support ongoing data governance initiatives focused on protecting sensitive information; ensures process improvements & solutions are fully aligned with organizational goals, industry best practices, & regulatory requirement; conducts impact analyses to evaluate risks & benefits of proposed changes; ensures compliance with internal standards & external regulations; prepares documentation		<b>KNOWLEDGE:</b> (K062) Business; (K082) Computer Science; (K084) User Acceptance Testing; (K086) Information Systems; (K088) Technology Compliance Frameworks; (K097) Interrelations of multiple IT specialties. <b>SKILL:</b> (S055) Critical thinking; (S056) Windows/MS Office products. <b>ABILITY:</b> (A067) Reasoning: define problems, collect data, establish facts & draw valid conclusions; (A100) Verbal: prepare meaningful, concise & accurate reports; (A101) Verbal: PROOFREAD TECHNICAL MATERIALS, RECOGNIZE ERRORS & MAKE CORRECTIONS; (A107) Verbal: originate &/or edit technical, scientific or advanced	

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	for security audits, risk assessments, or compliance discussion, ensuring accuracy & accessibility; collaborates with cross-functional teams & business stakeholders, to align system requirements with cybersecurity and data privacy needs; coordinates with subject matter experts to gather input & ensure that process solutions effectively meet business needs and comply with audit & compliance requirements.	literary publications; (A118) Interpersonal: cooperate with co-workers on group projects; (A130) Provides effective customer service; A138; (A139) Manage time efficiently..
10	The Employer retains the right to change or assign duties to this position, including but not limited to the following: performs other duties as assigned, including participating in special projects or initiatives & providing expertise & support to ensure their success; delivers customer service to both internal & external customers, attends relevant training sessions, & shares knowledge with the team.	<b>KNOWLEDGE:</b> (K083) Quality Improvement Methodology; K084. <b>ABILITY:</b> A118; (A130) provide effective customer service; (A135) Seek continuous education opportunities; (A136) Take initiative & implement innovative ideas; (A137) Be accountable for one's actions or inactions; (A140) Embrace diversity & inclusion.
		(*) Developed after employment
	Technical Skills: System Analysis; Information Technology: Project Management; Technical Documentation.  Professional Skills: Attention to Details; Critical Thinking: Customer Focus, Verbal Communication; Written Communication.	<b>Class Competencies: Getting Information, Communicating with Supervisors, Peers and Staff, Working with Computers.</b>
<b>POSITION NUMBERS/JOB TITLES OF POSITIONS DIRECTLY SUPERVISED</b>		<b>APPOINTING AUTHORITY</b> URSEL MCELROY j.w.o
		<b>APPROVAL DATE</b> 3/18/2025