Information Security Specialist
Rancho Santiago Community College District

Job Title	Information Security Specialist
Department	Educational Services
Institution	Rancho Santiago Community College District
	Santa Ana, California
Date Posted	Jan. 27, 2025
Application Deadline	02/14/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Information Security Specialist

Rancho Santiago Community College District

Salary Range: Grade 22: $119,104.43 - $152,041.84

Job Type: Full Time

Job Number: CL24-01103

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Rancho Santiago Community College District

Location: Santa Ana, CA

Division: DO Educational Services

Closing: 2/14/2025 5:00 PM Pacific

Position Details

About Rancho Santiago Community College District Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

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The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

Class Summary Under minimum direction, will be responsible for security architecture, end point security, application security, database security, identity management, and infrastructure security. This position requires a thorough understanding of current and emerging threats and technologies for either on premise or in the cloud. In addition, the successful candidate will be responsible for designing and deploying information security technologies to directly support the efforts in securing the District's information or electronic assets and enforcing directives as mandated by regulations and state and federal law. Responsible for resolving the most complex security problems or breaches; conducts and initiates security scans, audits, and performs risk assessments. Acts as a liaison for interacting with third party vendors, forensic specialists, auditors, law enforcement, and/or investigations. Continuous involvement with all Information Technology Services Director's and the District's management team is required. Strong written and verbal communication skills, leadership, teamwork, and agility are critical success factors. **Representative Duties**Design, deploy, and manage multiple information security technology standards and procedures. The technologies include end point security, application security, database security, infrastructure security, and identity management solutions; Provides incident response and remediation support and initiates and oversees necessary vendors as required; Perform technical security design/review activities for applications, networks, servers, architecture, and databases to ensure secure deployments for either on premise or cloud; Ensure the adoption of information security requirements into the design, implementation, and operations within the system development life cycle; Creates, updates, and oversees all disaster recovery and related activities including testing and validation for restoration for both on premise and in the cloud; Promote acceptance of security technologies within the organization, balancing business goals, security

controls, and customer usability. Work with business management to communicate security risk and countermeasures; Communicates trending risks with District employees and performs or provides training to mitigate the risk for the human factor; Acts as the technical lead for security vendors, investigators, and law enforcement agencies as required; Assists and supports all technical personnel with all aspects of planning, design, development, coding, testing, debugging and implementation of complex systems administration for a variety of operating systems; Assist with the development of bid specifications for acquisitions of network, data security, and telecommunications related equipment and services; Assist in the development of policies and procedures to ensure ongoing continuity. Develop and document security standards; Performs other related duties as assigned. **Organizational Relationships**Information Security Specialist reports to designated manager of the Information Technology Services department.

Qualifications

Training and Experience
A bachelor's degree in Information Technology, Computer Science, Business Administration, or a related field and five years of progressively responsible experience in security, network design and development, computer forensics, technology related auditing, computer systems, and/or programming responsibilities. CISSP or equivalent certification preferred.

Knowledge and Abilities
Knowledge of: information technology security standards and requirements, trends and tools, LAN/WAN networks, operating systems, and ERP systems; Design, develop and implement security solutions for complex and large networks; Integrating security protocols to complex solutions and understanding relationships between applications; Demonstrate working knowledge of the principles, practices and techniques of database structures and computer programming; Working knowledge of firewalls, intrusion detection and prevention systems, auditing and scanning systems, VPN, and remote access systems. Ability to provide guidance for the design and replacement of security related technologies; Familiarity with information security regulations such as FERPA, HIPPA, PCI compliance.

Ability to: provide leadership and technical guidance to the District; plan, lead, coordinate and conduct major projects or phases of projects; Apply independent technical judgment to complex technical situations; Coordinate schedules and resources with systems and network programmers, engineers, users, technical services staff, risk management, campus management, and/or district safety; Diagnose and quickly respond to and resolve security breaches and understand reasons for systems failures; Maintain current knowledge of technological advances in the security and related fields;

Communicate effectively both orally and in writing. Maintain records and prepare reports; Prioritize and schedule work. Analyze situations accurately and adopt an effective course of action; Work independently with little direction and provide work directions to others; Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Working Conditions
This position requires ability to use computer workstations throughout the workday.
Additional Qualifications Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

Application Process

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.
A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Foreign Degrees
Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).
Application Screening Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.

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- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview**Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.
Disability Accommodations
Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

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EEO Statement

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit https://www.schooljobs.com/careers/rsccd/jobs/4802802/information-security-specialist

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Educational Services
Rancho Santiago Community College District

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