



**Title:** Information Security Analyst-Entry Level  
**Department:** Information Technology  
**Reports to:** Associate Director, IT Security & Compliance

**FLSA Status:** Exempt  
**Job Grade:** 14

### Position Summary

The Entry Level Information Security Analyst will be responsible for assisting Access Health CT (AHCT) with its Risk Management Program, satisfying compliance requirements and managing risks to an acceptable level. This role will be monitoring, analyzing, investigating, supporting, and responding to ongoing security needs under the guidance of the Associate Director, IT Security & Compliance. The work performed will assist in ensuring AHCT is compliant with all state and federal regulations. This role will assist with the continuous assessment of the adequacy and effectiveness of the IT security controls, provide support to the risk mitigation plans across the infrastructure and information systems.

### Responsibilities

- Prepare reports that take note of security breaches and the extent of the damage caused by these breaches
- Install security tools such as firewalls and data encryption software to protect sensitive information
- Monitor the company's networks to keep an eye out for any security breaches and investigate it if one does occur
- Analyze and investigate security events using log management and vulnerability assessment tools
- Research the latest in information technology security trends to keep up to date with the subject and use the latest technology to protect information
- Develop a security plan for best standards and practices for the company
- Assist with frequent testing of simulated cyber-attacks to look for vulnerabilities in the network and computer systems and take care of these before an outside cyber attack
- Make recommendations to managers and senior executives about security advancements to best protect the company's systems
- Help co-workers when they need to install a new program or learn about security procedures
- Assist in company-wide security awareness program that is tailored to the needs of specific roles within the organization and is measurable and auditable
- Completes other tasks, as assigned

### Qualifications

- Associates in Management Information Systems, Cybersecurity, Computer Science or related IT field and/or equivalent industry experience.
- A minimum of 3-5years of experience in Information Technology or IT System Security field.
- One or more of the following security certifications is **preferred or in process:**

- Certified Information Systems Security Professional (CISSP)
  - Certified in Risk and Information Systems Control (CRISC)
  - CompTIA Security+
  - Global Information Assurance Certification (GIAC)
- An applicable Security Certification is a long term and ongoing requirement needing a commitment to acquire and/or maintain.
  - Knowledge of Cybersecurity Frameworks including the National Institute of Standards and Technology Cybersecurity Framework (NIST-CSF).
  - An understanding of data protection strategies, network and system vulnerabilities, security information and event management, malware, emerging threats, attacks, and vulnerability management.
  - An understanding of firewalls, IDS/IPS, vulnerability assessment tools, endpoint solutions, proxy servers, security incident and event management systems, data loss prevention, active directory and exchange management/Office 365 desired.
  - Experience with incident handling techniques and processes desired.
  - Excellent problem-solving, analytical, and written/oral communication skills.
  - Ability to collaborate with internal and external stakeholders in an effective manner that produces desired results.
  - Ability to effectively meet business objectives in a highly collaborative and high-performance work environment.

**Physical Demands:** the physical demands 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.

While performing the duties of this job, the employee is frequently required to sit, stand, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

**Work Environment:** this is an in-office role that requires the ability to work offsite with stakeholders at their locations in CT as necessary. The noise level in the work environment is usually moderate. Requires fast-paced deadlines and has a high stress at times. Frequent local travel.

#### **Affirmative Action and Equal Opportunity Employer**