## Job Family Matrix

**Job Function:** Information Technology

**Job Family:** IT Information Security - Professional

**Job Family Summary:** Perform or manage a range of activities related to the design and implementation of information security and identity and access procedures, controls, and programs. Role may focus on technical or business aspects of security, or encompass a mixture of both.

<table>
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<th>Job Title: IT IAM Professional III</th>
<th>Job Title: IT Information Security Professional IV</th>
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**Job Summary**

Responsible for implementation of security procedures which safeguard the confidentiality, integrity and availability of systems and data. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

Contribute to the analysis, design, implementation and maintenance of all layers of IAM applications, including: Authorization/Authentication, Identity Registry Management and Account Creation/Management/Provisioning in data repositories.

Responsible for comprehensive planning, design, evaluation and implementation of security procedures which safeguard the confidentiality, integrity and availability of systems and data. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

**Core Duties**

- Review or perform procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destruction
- Maintain awareness of emerging threats and trends within Information Security
- May perform or contribute to risk assessments
- Act as a trusted advisor to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

- Coordinate and perform technical aspects of project; research issues
- Prepare and provide project status updates
- May work with management to review project plans and proposals and develop project objectives; identify project responsibilities by determining the phases and elements of the project; calculate time frames and sequence the stages of the project
- Ensure compliance with University standards for security, privacy, and accessibility
- Ensure the preparation and delivery of required project documentation
- Contribute to the development and management of IAM development strategies
- Contribute to communication plan and change management
- Act as a trusted advisor to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

- Review or perform complex procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destruction
- Recognize and identify potential areas where existing data security policies and procedures require change, or where new ones need to be developed (firewalls, intrusion detection, vulnerability scanning, host operating systems, and network devices)
- Perform or contribute to risk assessments
- Maintain awareness of emerging threats and trends within Information Security
- Provide community stakeholders and management with security risk assessments and security briefings to advise them of issues that may affect business outcomes
- Advise unit/school on questions in support of processes
- Act as a trusted advisor to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct
### Basic Qualifications
- Minimum of two years' post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards

### Additional Qualifications and Skills
- Minimum two years' additional post-secondary education and/or relevant work experience
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of information security principles
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

### Certificates and Licenses
- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
- IT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC

### Physical Requirements
- Work is performed in an office setting

### Working Conditions
- Work is performed in an office setting
### Job Function: Information Technology

#### Job Family: IT Information Security - Professional

**Job Family Summary:** Perform or manage a range of activities related to the design and implementation of information security and identity and access procedures, controls, and programs. Role may focus on technical or business aspects of security, or encompass a mixture of both.

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**Job Summary**

- Responsible for the analysis, design, implementation and maintenance of all layers of IAM applications, including: Authorization/Authentication, Identity Registry Management and Account Creation/Management/Provisioning in data repositories. Role may focus on technical or administrative aspects of IAM, or encompass a mixture of both.

**Core Duties**

- Review or perform complex procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destruction
- Ensure compliance with University standards for security, privacy, and accessibility
- Contribute to the development and management of IAM development strategies
- Collaborate with colleagues across the University to ensure successful integration with existing systems and services
- Perform unit, system and integration testing of database and ETL programs
- Create and maintain technical documentation
- Collaborate to continuously improve processes, policies and procedures
- Advise unit/school on questions in support of processes
- Mentor others on the team
- Act as a trusted advisor to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

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**Job Summary**

- Lead comprehensive collaboration, design, development, and implementation of enterprise information security architectures, solutions, and policies. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

**Core Duties**

- Serve as an information security expert, helping project teams comply with enterprise and IT security policies, regulations, and recommend strategic solutions
- Support adoption and expansion of new services that align with Harvard’s mission
- Seek opportunities to research, design, and advocate new technologies, architectures, products, policies, processes or procedures that will support security requirements for the university, business partners, and vendors
- Recommend mitigation steps to reduce business impact of emerging information security threats and vulnerabilities
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- Act as a trusted advisor to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct

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**Job Summary**

- Lead comprehensive collaboration, development, design and implementation of enterprise IAM architectures related to Authorization/Authentication, Identity Registry Management and Account Creation/Management/Provisioning in data repositories. Responsible for designing IAM systems for high availability, security, manageability, and reliability.

**Core Duties**

- Serve as an authentication/authorization/federation expert in IAM
- Lead design and development of logical and physical data models to support business requirements
- Lead the development and maintenance of IAM strategy and architecture
- Coordinate unit, system and integration testing of database and ETL programs
- Seek opportunities to research, design, and advocate new IAM technologies, architectures, and security products that will support security requirements
- Collaborate with business stakeholders to create IAM policies to support business needs
- Act as a trusted advisor to clients/staff
- Abide by and follow the Harvard University IT Code of Conduct
## Basic Qualifications

- Minimum of five years' experience post-secondary education and/or relevant work experience
- Familiarity with domain structures, user authentication, and digital signatures
- Experience developing web applications and strong problem solving and analytical skills

- Minimum of seven years' post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards

## Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced IAM security principles
- Experience with emerging Cloud/DevOps infrastructure technologies
- Demonstrated experience with systems and data query tools
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced information security principles
- Demonstrated experience with systems and data query tools
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced IT security principles
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

## Certificates and Licenses

- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
- IT Security Certification preferred

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## Physical Requirements

- Work is performed in an office setting
## Job Family Matrix

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**Job Title:** IT Information Security Profession VI  
**Job Code:** I0460P  
**Grade Level:** 60  
**Exemption:** Exempt  
**Effective/Revision Date:** July 2018

### Job Summary

Direct the development and delivery of information security standards, best practices, architecture, processes, and systems to ensure information system security across a school or the University. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

### Core Duties

- Be a thought leader and contribute to School and University-wide Information security strategy
- Be a leader for information security awareness
- Direct the design, implementation, maintenance and performance of information security capabilities to support strategy
- Manage development and delivery of relevant IT Security standards, practices and architecture
- Collaborate to create secure cloud architectures that balance security and business needs
- Oversee the design and work with IT groups across a school or the University on implementation and maintenance of information security controls
- Contribute to School or University-wide security incident response
- Ensure accurate and timely reporting; prepare specialized and ad hoc reports
- May oversee the budget related to tools and capabilities acquisition within this function
- Foster change by building key partnerships and cultivating the role of a trusted advisor across the school or University
- Abide by and follow the Harvard University IT Code of Conduct
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**Job Function:** Information Technology  
**Job Family:** IT Information Security - Management  

**Job Family Summary:** Perform or manage a range of activities related to the design and implementation of information security and identity and access procedures, controls, and programs. Role may focus on technical or business aspects of security, or encompass a mixture of both.

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**Job Summary**

- Responsible for comprehensive planning, design, evaluation and implementation of security procedures which safeguard the confidentiality, integrity and availability of systems and data. Role may focus on technical or administrative aspects of security, or encompass a mixture of both.

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| • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment  
• Review or perform complex procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destruction  
• Recognize and identify potential areas where existing data security policies and procedures require change, or where new ones need to be developed (firewalls, intrusion detection, vulnerability scanning, host operating systems, and network devices)  
• Perform or contribute to risk assessments  
• Maintain awareness of emerging threats and trends within Information Security  
• Provide community stakeholders and management with security risk assessments and security briefings to advise them of issues that may affect business outcomes  
• Advise units/schools on questions in support of processes  
• Act as a trusted advisor to clients/staff  
• Abide by and follow the Harvard University IT Code of Conduct | • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment  
• Serve as an information security expert, helping project teams comply with enterprise and IT security policies, regulations, and recommend strategic solutions  
• Support adoption and expansion of new services that align with Harvard’s mission  
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• Serve as an authentication/authorization/federation expert in IAM  
• Lead design and development of logical and physical data models to support business requirements  
• Lead the development and maintenance of IAM strategy and architecture  
• Coordinate unit, system and integration testing of database and ETL programs  
• Seek opportunities to research, design, and advocate new IAM technologies, architectures, and security products that will support security requirements  
• Collaborate with business stakeholders to create IAM policies to support business needs  
• Act as a trusted advisor to clients/staff  
• Abide by and follow the Harvard University IT Code of Conduct |
## Basic Qualifications
- Minimum of five years' experience post-secondary education and/or relevant work experience
- Familiarity with information security concepts, relevant tools and standards
- Supervisory Experience

## Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, advanced Excel skills
- Knowledge of advanced information security principles
- Demonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor

## Certificates and Licenses
- Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferred
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- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
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- May oversee the budget related to tools and capabilities acquisition within this function
- Foster change by building key partnerships and cultivating the role of a trusted advisor across the school or University
- Abide by and follow the Harvard University IT Code of Conduct

### Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Serve as an IAM expert
- Responsible for strategic planning, roadmap, and implementation of IAM administration
- Implement processes and methods for auditing and addressing non-compliance to Information IAM standards; facilitate change
- Conduct studies within and outside the organization to ensure compliance with standards and currency with industry IAM norms
- Evaluate and select IAM applications and systems
- Make recommendations and assist in the implementation of changes to work methods and procedures to make them more effective or to strengthen IAM security measures
- Collaborate with management and university representatives to develop initiatives and oversee the ongoing management of established partnerships
- Abide by and follow the Harvard University IT Code of Conduct
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