

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.			
Job Title: IT Information Security Professional III		Job Title: IT IAM Professional III	
Job Code: I0457P		Job Code: I0557P	
Grade Level: 57Exemption: Exempt		Grade Level: 57Exemption: Exempt	
Effective/Revision Date: April 2020		Effective/Revision Date: April 2020	
Job Summary		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.		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		Core Duties	
<ul style="list-style-type: none">Review or perform procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destructionMaintain awareness of emerging threats and trends within Information SecurityMay perform or contribute to risk assessmentsAct as a trusted advisor to clients/staffAbide by and follow the Harvard University IT Code of Conduct		<ul style="list-style-type: none">Coordinate and perform technical aspects of project; research issuesPrepare and provide project status updatesMay 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 projectEnsure compliance with University standards for security, privacy, and accessibilityEnsure the preparation and delivery of required project documentationContribute to the development and management of IAM development strategiesContribute to communication plan and change managementAct as a trusted advisor to clients/staffAbide by and follow the Harvard University IT Code of Conduct	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none">Minimum of two years’ post-secondary education or relevant work experience	<ul style="list-style-type: none">Minimum of two years’ post-secondary education or relevant work experience	<ul style="list-style-type: none">Minimum of five years’ experience post-secondary education or relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none">Minimum two years’ additional post-secondary education or relevant work experienceFamiliarity with information security concepts, relevant tools and standardsKnowledge of Microsoft Office Suite, advanced Excel skillsKnowledge of information security principlesDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor	<ul style="list-style-type: none">Minimum two years’ additional post-secondary education or relevant work experienceFamiliarity with domain structures, user authentication, and digital signaturesExperience developing web applications and strong problem solving and analytical skillsKnowledge of Microsoft Office Suite, advanced excel skillsKnowledge of advanced IAM security principlesExperience with emerging Cloud/DevOps infrastructure technologiesDemonstrated experience with systems and data query toolsDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor	<ul style="list-style-type: none">Knowledge of Microsoft Office Suite, advanced Excel skillsFamiliarity with information security concepts, relevant tools and standardsKnowledge of advanced information security principlesDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC	<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred	<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none">Work is performed in an office setting	<ul style="list-style-type: none">Work is performed in an office setting	<ul style="list-style-type: none">Work is performed in an office setting

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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.			
Job Title: IT IAM Professional IV		Job Title: IT Information Security Professional V	
Job Code: I0558P		Job Code: I0459P	
Grade Level: 58 Exemption: Exempt		Grade Level: 59 Exemption: Exempt	
Effective/Revision Date: April 2020		Effective/Revision Date: April 2020	
Job Summary		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.		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		Core Duties	
<ul style="list-style-type: none">Review or perform complex procedures necessary to ensure the safety of information systems assets and to protect systems from intentional or inadvertent access or destructionEnsure compliance with University standards for security, privacy, and accessibilityContribute to the development and management of IAM development strategiesCollaborate with colleagues across the University to ensure successful integration with existing systems and servicesPerform unit, system and integration testing of database and ETL programsCreate and maintain technical documentationCollaborate to continuously improve processes, policies and proceduresAdvise unit/school on questions in support of processesMentor others on the teamAct as a trusted advisor to clients/staffAbide by and follow the Harvard University IT Code of Conduct		<ul style="list-style-type: none">Serve as an information security expert, helping project teams comply with enterprise and IT security policies, regulations, and recommend strategic solutionsSupport adoption and expansion of new services that align with Harvard’s missionSeek 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 vendorsRecommend mitigation steps to reduce business impact of emerging information security threats and vulnerabilitiesEnsure accurate and timely reporting; prepare specialized and ad hoc reportsAct as a trusted advisor to clients/staffAbide by and follow the Harvard University IT Code of Conduct	
		<ul style="list-style-type: none">Serve as an authentication/authorization/federation expert in IAMLead design and development of logical and physical data models to support business requirementsLead the development and maintenance of IAM strategy and architectureCoordinate unit, system and integration testing of database and ETL programsSeek opportunities to research, design, and advocate new IAM technologies, architectures, and security products that will support security requirementsCollaborate with business stakeholders to create IAM policies to support business needsAct as a trusted advisor to clients/staffAbide by and follow the Harvard University IT Code of Conduct	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none">Minimum of five years’ experience post-secondary education or relevant work experience	<ul style="list-style-type: none">Minimum of seven years’ post-secondary education or relevant work experience	<ul style="list-style-type: none">Minimum of seven years’ post-secondary education or relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none">Knowledge of Microsoft Office Suite, advanced excel skillsFamiliarity with domain structures, user authentication, and digital signaturesExperience developing web applications and strong problem solving and analytical skillsKnowledge of advanced IAM security principlesExperience with emerging Cloud/DevOps infrastructure technologiesDemonstrated experience with systems and data query toolsDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor	<ul style="list-style-type: none">Knowledge of Microsoft Office Suite, advanced excel skillsFamiliarity with information security concepts, relevant tools and standardsKnowledge of advanced information security principlesDemonstrated experience with systems and data query toolsDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor	<ul style="list-style-type: none">Knowledge of Microsoft Office Suite, advanced excel skillsFamiliarity with domain structures, user authentication, and digital signatures, firewall theory and configuration, in-depth knowledge of intrusion detection and internet architectureKnowledge of advanced IT security principlesDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none">Completion of Harvards IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred	<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC	<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none">Work is performed in an office setting	<ul style="list-style-type: none">Work is performed in an office setting	<ul style="list-style-type: none">Work is performed in an office setting

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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.			
Job Title: IT Information Security Profession VI			
Job Code: I0460P			
Grade Level: 60		Exemption: Exempt	
Effective/Revision Date: April 2020			
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			
<ul style="list-style-type: none">• 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			

Job Family Matrix

Basic Qualifications
<ul style="list-style-type: none">Minimum of seven years’ post-secondary education or relevant work experience
Additional Qualifications and Skills
<ul style="list-style-type: none">Minimum three years’ demonstrated highly specialized knowledge of a specific technologyKnowledge of Microsoft Office Suite, advanced Excel skillsFamiliarity with information security concepts, relevant tools and standardsKnowledge of advanced Information Security principlesDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
Certificates and Licenses
<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC
Physical Requirements
Working Conditions
<ul style="list-style-type: none">Work is performed in an office setting

Job Family Matrix

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.			
Job Title: IT Information Security Mgt IV		Job Title: IT Information Security Mgt V	
Job Code: I0458M		Job Code: I0459M	
Grade Level: 58 Exemption: Exempt		Grade Level: 59 Exemption: Exempt	
Effective/Revision Date: April 2020		Effective/Revision Date: April 2020	
Job Summary		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.		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.	
		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		Core Duties	
<ul style="list-style-type: none">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 environmentReview or perform complex procedures necessary to ensure the safety of information and to protect systems from intentional or inadvertent access, modification, disruption or destructionRecognize 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 assessmentsMaintain awareness of emerging threats and trends within Information SecurityProvide community stakeholders and management with security risk assessments and security briefings to advise them of issues that may affect business outcomesAdvise unit/school on questions in support of processesAct as a trusted advisor to clients/staffAbide by and follow the Harvard University IT Code of Conduct		<ul style="list-style-type: none">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 environmentServe as an information security expert, helping project teams comply with enterprise and IT security policies, regulations, and recommend strategic solutionsSupport adoption and expansion of new services that align with Harvard’s missionSeek 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 vendorsRecommend mitigation steps to reduce business impact of emerging information security threats and vulnerabilitiesEnsure accurate and timely reporting; prepare specialized and ad hoc reportsAct as a trusted advisor to clients/staffAbide by and follow the Harvard University IT Code of Conduct	
		<ul style="list-style-type: none">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 environmentServe as an authentication/authorization/federation expert in IAMLead design and development of logical and physical data models to support business requirementsLead the development and maintenance of IAM strategy and architectureCoordinate unit, system and integration testing of database and ETL programsSeek opportunities to research, design, and advocate new IAM technologies, architectures, and security products that will support security requirementsCollaborate with business stakeholders to create IAM policies to support business needsAct as a trusted advisor to clients/staffAbide by and follow the Harvard University IT Code of Conduct	

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Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none">Minimum of five years’ experience post-secondary education or relevant work experienceSupervisory Experience	<ul style="list-style-type: none">Minimum of seven years’ post-secondary education or relevant work experienceSupervisory Experience	<ul style="list-style-type: none">Minimum of seven years’ post-secondary education or relevant work experienceSupervisory Experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none">Knowledge of Microsoft Office Suite, advanced Excel skillsFamiliarity with information security concepts, relevant tools and standardsKnowledge of advanced information security principlesDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor	<ul style="list-style-type: none">Knowledge of Microsoft Office Suite, advanced excel skillsFamiliarity with information security concepts, relevant tools and standardsKnowledge of advanced information security principlesDemonstrated experience with systems and data query toolsDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor	<ul style="list-style-type: none">Knowledge of Microsoft Office Suite, advanced excel skillsFamiliarity with domain structures, user authentication, and digital signatures, firewall theory and configuration, in-depth knowledge of intrusion detection and internet architectureKnowledge of advanced IT security principlesDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC	<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC	<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred
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Working Conditions	Working Conditions	Working Conditions
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Job Title: IT Information Security Mgt VI	Job Title: IT IAM Mgt VI
Job Code: I0460M	Job Code: I0560M
Grade Level: 60Exemption: Exempt	Grade Level: 60Exemption: Exempt
Effective/Revision Date: April 2020	Effective/Revision Date: April 2020
Job Summary	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.	Direct the development and delivery of IAM security standards, best practices, architecture and systems to ensure information system security across the organization, designing systems for high availability, security, manageability, and reliability.
Core Duties	Core Duties
<ul style="list-style-type: none">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 environmentBe a thought leader and contribute to School and University-wide Information security strategyBe a leader for information security awarenessDirect the design, implementation, maintenance and performance of information security capabilities to support strategyManage development and delivery of relevant IT Security standards, practices and architectureCollaborate to create secure cloud architectures that balance security and business needsOversee the design and work with IT groups across a school or the University on implementation and maintenance of information security controlsContribute to School or University-wide security incident responseEnsure accurate and timely reporting; prepare specialized and ad hoc reportsMay oversee the budget related to tools and capabilities acquisition within this functionFoster change by building key partnerships and cultivating the role of a trusted advisor across the school or UniversityAbide by and follow the Harvard University IT Code of Conduct	<ul style="list-style-type: none">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 environmentServe as an IAM expertResponsible for strategic planning, roadmap, and implementation of IAM administrationImplement processes and methods for auditing and addressing non-compliance to information IAM standards; facilitate changeConduct studies within and outside the organization to ensure compliance with standards and currency with industry IAM normsEvaluate and select IAM applications and systemsMake recommendations and assist in the implementation of changes to work methods and procedures to make them more effective or to strengthen IAM security measuresCollaborate with management and university representatives to develop initiatives and oversee the ongoing management of established partnershipsAbide by and follow the Harvard University IT Code of Conduct

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<ul style="list-style-type: none">Minimum of seven years’ post-secondary education or relevant work experienceSupervisory experience	<ul style="list-style-type: none">Minimum of seven years’ post-secondary education or relevant work experienceSupervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none">Minimum three years’ demonstrated highly specialized knowledge of a specific technologyKnowledge of Microsoft Office Suite, advanced Excel skillsFamiliarity with information security concepts, relevant tools and standardsKnowledge of advanced Information Security principlesDemonstrated team performance skills, service mindset approach, and the ability to act as a trusted advisor	<ul style="list-style-type: none">Minimum three years’ demonstrated highly specialized knowledge of a specific technologyKnowledge of Microsoft Office Suite, advanced excel skillsFamiliarity with domain structures, user authentication, and digital signatures, firewall theory and configuration, in-depth knowledge of intrusion detection and internet architectureKnowledge of advanced IT security principlesDemonstrated experience with systems and data query tools
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred; e.g., CISSP, CISA/CISM, and/or GIAC	<ul style="list-style-type: none">Completion of Harvard IT Academy Information Security Foundations course (or external equivalent) preferredIT Security Certification preferred
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none">Work is performed in an office setting	<ul style="list-style-type: none">Work is performed in an office setting