

## DATA SECURITY SPECIALIST

### ORGANIZATIONAL CONTEXT FOR THE ROLE OF SERVICE DELIVERY MANAGER

The Social Security Board (SSB) is a statutory body which exists to provide inclusive, fair, and dependable coverage for its beneficiaries. At all times aiming to deliver a dynamic social insurance program which assures a guaranteed level of protection effectively, efficiently, and inclusively, SSB prides itself on being accountable and people centered. The dedicated, innovative, and trusted SSB team embodies both in-person and virtual service excellence, delivering relevant, resilient, sustainable, and dynamic social insurance protection, and, through financial prudence, ensuring that contributions are honored, and accurate and timely benefits are provided.

SSB recognizes that people are the single most important asset of the organization and are essential for the organization to continue to thrive and fulfil its purpose. Using both strategic and tactical approaches, SSB focuses on nurturing, sustaining, and strengthening its human capital, thus enabling the achievement of organizational priorities and objectives through the optimization of employee engagement, performance, and productivity throughout the employee life cycle.

### ROLE PURPOSE

Under the supervision of the Database Administrator, the Data Security Specialist executes all security tasks for access to all SSB's Databases and Database Driven Systems. Maintains all documentations for security activities and provides access related support and assistance to users. Provides support to the Database Administrator in tasks related to the maintenance and administration of databases and database objects.

### SCOPE OF ROLE

The Data Security Specialist role is a Specialist II post at Organizational Level 7 and reports to the Database Administrator. The Data Security Specialist interfaces with internal parties to establish data access needs. Limited external party interfacing occurs for contributions in research, planning and development for database security. The Data Security Specialist role serves the whole organization and has extremely potent implications on the integrity and security of the organization's information.

### KEY RESULTS AND AREAS OF RESPONSIBILITY

#### 1. Administrates user access to Databases and Database Systems.

- a) Administrates Database security via the designated and authorized security interface for all data driven applications.
- b) Grants, revokes and modify user access according to authorized submitted requests.
- c) Coordinates with the Security Technician to ensure all user access is accurately granted and the user is fully functional exclusively within the authorized capacity.
- d) Ensures all security activity complies with the ICTS' General Security Controls and organization's security and risk policies.
- e) Performs and administrates all Database related installations and configurations as assigned by the DBA.
- f) Maintains log of all security actions taken on any database or database system.
- g) Ensures due care and attention is given to the process of granting and/or revoking database access rights within any data driven application to minimize inadvertent security risks or breaches.

#### 2. Database Maintenance and Support

- a) Performs data modifications on database systems as assigned by the DBA.
- b) Supports DBA in all Database Administrative functions.
- c) Supports and assists the DBA in Database Design exercises.
- d) Participates in the Database creation and configuration processes.

- e) Executes all database maintenance processes assigned by the DBA as scheduled.
- f) Monitors usage with respect to license agreement and reports expansion needs as they may arise.
- g) Ensures all modifications or new configurations are thoroughly tested and approved by the DBA or Manager for deployment.
- h) Participates and assists in training activities for new implementations or modifications being carried out by the DBA.

### 3. Support

- a) The Data Security Specialist is a part of the support team. He or She services requests as assigned by the Support Specialist. Executes the resolution of issues for all users for all databases and data driven systems.
- b) Executes authorized data modification requests only upon assignment by the DBA or Manager.
- c) Provide general user support for data driven applications.

## ROLE REQUIREMENTS

### ***Minimum Education and Experience (Organizational Recruiting Standards: Level Seven, Specialist II):***

1. Bachelor's Degree in Information Technology, Database Management or other closely related academic discipline, with two (2) years' experience which includes:
  - a) exposure to major Database Management Systems, primarily MS SQL Server 2012+.
  - b) securing MS Dynamics GP 2015 and/or MS Dynamics 365 for Finance and Operations.
2. Specialized training in MS SQL Server 2012+ by formal education or Certificate courses from Microsoft curriculum.

### **OR**

1. Associates Degree in Information Technology, Database Management or other closely related academic discipline, with three (3) years' experience which includes:
  - a) exposure to major Database Management Systems, primarily MS SQL Server 2012+.
  - b) securing MS Dynamics GP 2015 and/or MS Dynamics 365 for Finance and Operations.
2. Specialized training in MS SQL Server 2012+ by formal education or Certificate courses from Microsoft curriculum.

### ***Skills, Abilities, Expertise and Knowledge:***

1. Understanding of SSB's organizational mandate, Strategic Goals and other aspects of SSB business.
2. Knowledge of MS SQL Server 2012+ Security model.
3. Basic knowledge of Windows Server 2016+ and Azure Active Directory Services.
4. Excellent analytical and problem-solving skills.
5. Strong presentation skills.
6. Able to effectively execute and participate in multiple projects or initiatives simultaneously.
7. Possess effective oral and written skills in the English language.
8. Decisive with strong execution potential.

### ***Personal Attributes:***

1. Reliable, consistent and complete in execution.
2. Disciplined and deliberate in engagements
3. Reasonable social and cultural awareness.

## EFFORT AND WORKING CONDITIONS

### Professional Conduct

1. Totally available for execution of duties according to requirements of the Data Security Specialist role.
2. Flexible availability outside the official hours for the execution of authorized assignments and other tasks necessary in the achievement of the department's goals.

### Working Conditions

1. Shared working space defined by cubicles and offices design.
2. Must be comfortable within a consistently airconditioned environment with relatively low humidity.
3. Assigned duties sometimes require managing multiple tasks or projects at the same time.
4. Meeting the support requests needs of users involves significant interruptions to ongoing tasks.
5. Workspace noise levels are comparable to the average office.
6. Technical and Professional working environments may become significantly busy and demanding depending on the tasks at hand. Strong organizational, time management and stress management skills will be necessary.

### Sensory Demands

1. Extended use of computers may cause eye strain and headaches.

### Physical Demands

1. Long seated hours using office equipment, primarily computers, which may lead to muscle fatigue.
2. Able to stand for significant periods for presentations and/or demonstrations to internal or external customers.
3. Able to communicate in written English Language.
4. Able to hear and understand spoken English Language.
5. Able to speak clearly and audibly in the English Language.

### Mental Demands

1. From time-to-time application faults or failure or other significant event increases user support demands significantly causing a sharp increase in stress levels which may in turn lead to mental and emotional fatigue.

## COMPETENCY MODEL

### Proficiency Scale

1=Introductory	2=Basic	3=Proficient	4=Mastery	5=Authority
<i>Minimal demonstration of behaviors related to the competency.</i>	<i>Demonstration of behaviors related to the competency indicates <u>potential for growth</u>.</i>	<i>Demonstration of behaviors related to the competency indicates <u>adequate strength</u> to fully perform job role.</i>	<i>Demonstration of behaviors related to the competency definitively indicates a <u>high level of development</u>.</i>	<i>Demonstration of behaviors related to the competency indicates a very high level of development and serves as a <u>role model for others</u>.</i>

### Summary of Competencies

Competency Type	Competency Name	Definition	Minimum Level
CORE	Achieving Results	Maintaining consistent focus on the efforts necessary to achieve quality results in line with operational and strategic goals, objectives, and priorities.	Level 3
	Building Trust	Interacting with others in ways that inspire confidence in one's intentions and those of the organization.	Level 3
	Building and Maintaining Relationships	The ability to successfully establish and maintain reciprocal, high trust, harmonious working relationships that create value for others, support the achievement of role-related objectives and furthers the aims and	Level 3

## Summary of Competencies

Competency Type	Competency Name	Definition	Minimum Level
		objectives of the organization.	
	Effective Delegation	Allocating autonomy and authority and/or task responsibility to maximize the individual's contribution to organizational success.	Level 3
	Enabling Optimal Performance	Applying strategies and tactics that build the capacity, capability, and confidence of others to fulfil current and future job roles and responsibilities as effectively as possible.	Level 3
	Resilience	The ability to maintain stamina and performance under stressful conditions and rebound from setbacks and adversities.	Level 3
	Personal Credibility	Demonstrated concern that one be perceived as responsible, reliable and trustworthy.	Level 3
	Providing Motivational Support	Skill at enhancing others' commitment to their work.	Level 3
<b>FUNCTIONAL</b>	Database Administration	Developing, updating and monitoring I.T. databases to ensure security and integrity of information.	Level 3
	Technical Support	Providing quality technical support services to all employees in a professional and timely manner.	Level 3
<b>TECHNICAL</b>	Data Security Management	Setting, implementing and updating data security strategies and plans to protect digital information and mitigate risks and vulnerabilities.	Level 3
	Maintenance of IT System Hardware and Software	Performing regular and ad hoc checks and maintenance for the organization's hardware and software to ensure efficient and uninterrupted operations.	Level 3