



## SECURITY AND COMPLIANCE JOB FAMILY

### CAREER PATH

Positions in this family are accountable for the development, implementation, and monitoring of tools and processes that protect the confidentiality, integrity, and security of all State information technology (IT) systems and compliance with all relevant laws and policies.

#### Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Detect and resolve security threats to State IT systems.
- ❖ Monitor systems for intrusions.
- ❖ Implement security safeguards.
- ❖ Maintain data integrity and security.
- ❖ Investigate information technology security breaches.
- ❖ Assist with security reviews and audits.
- ❖ Guide remediation of security vulnerabilities.

The work assigned to positions in this series ranges from monitoring data for potential breaches to conducting forensic information technology investigations.

#### Cybersecurity Technician

**Pay grade:** 18, 22, 25

This is a first-level security and compliance position that works within the framework of established security and compliance policies and procedures. This position conducts monitoring of data security and implements controls as directed and assists in firewall configuration. A Cybersecurity Technician guides data security remediation such as security patching and reviews data logs and activities and notifies more senior staff of “exceptions.” This position delivers security awareness training, provides input to the preparation of disaster recovery plans, and prepares documentation for all actions taken.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Associate’s degree from an accredited institution.

#### Cybersecurity Analyst

**Pay grade:** 28, 30

This is a second-level security and compliance position accountable for performing a wide range of security procedures and processes necessary to ensure the safety of information systems and



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assets and protecting systems and data from intentional or inadvertent access or destruction. An employee in this position ensures that users understand and adhere to the necessary procedures and processes to maintain security. This position conducts and supports audits for regulatory and standards compliance and provides input into the development of security policies. This position participates in the preparation of disaster recovery plans and designs and delivers security compliance training. A Cybersecurity Analyst conducts IT data and security forensic investigations and provides advice to management on balance between business needs and data security. This position provides moderately complex technical support in a relevant field of discipline and may serve as project lead and/or provides technical direction to lower-level team members.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and three years of IT experience with emphasis in security and compliance.

### **Cybersecurity Specialist**

**Pay grade: 33**

This is a professional security and compliance position accountable for performing a wide range of complex security procedures and processes necessary to ensure the safety of information systems and assets and protect systems and data from intentional or inadvertent access or destruction. This position ensures that users understand and adhere to the necessary procedures and processes to maintain security and conducts the most complex audits for regulatory and standards compliance. A Cybersecurity Specialist provides input into the development of security policies and prepares disaster recovery plans. This position designs and delivers high-level security compliance training and conducts complex IT data and security forensic investigations. Other duties are to provide advice to management on the balance between business needs and data security and provide complex technical support in relevant fields of discipline. This position serves as a project lead and/or provides technical direction to lower-level team members and mentors less experienced staff.



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**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and five years of IT experience with emphasis in security and compliance.

#### **Senior Cybersecurity Specialist**

**Pay grade:** 30, 33

(May be utilized in a Non-Supervisory or Supervisory Role)

A supervisory position at this level is accountable for the technical, physical, and administrative security of information systems. This position typically supervises a small team of information security staff and ensures security protocols and procedures are followed and standards are met. This position is a frequent liaison with the Cybersecurity Manager to ensure work is performed in accordance with enterprise security standards and serves as a mentor to security staff.

A specialist position at this level performs highly complex assignments involving multiple small platforms or a singular large platform. A Senior Cybersecurity Specialist is accountable for application security, validation, evaluation and implementation. This position works on and solves highly complex problems where analysis requires in-depth evaluation of various factors. Employees provide highly complex technical support in relevant field of discipline and may serve as project lead and/or provide technical direction to lower-level team members.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and five years of IT experience with emphasis in security and compliance.

#### **Cybersecurity Manager**

**Pay grade:** 34

This is a managerial position accountable for oversight of the technical, physical, and administrative security of information systems in assigned functional areas. This position oversees the development and deployment of security technology and processes in a designated functional area. This position ensures data is safe from alteration and erasure and manages the workload and deliverables for assigned resources. This position oversees training of employees in



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data security and is responsible for assisting the Chief Information Officer (CIO) with strategic planning and direction.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and seven years of IT experience with emphasis in security and compliance.

### **ADDITIONAL INFORMATION**

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**Effective:** 02/01/2025

**Reviewed:** 02/01/2025

**Revised:** --