

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Utility Security Analyst (Program Specialist VI - VII)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2018-31
Division: Executive Director
Salary*: \$7,083.34 - \$8,624.25/month
(Commensurate with Qualifications)

Salary Group: B23, B25

Class: 1575, 1576

Type: Full-time Part-time Temporary

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: May 4, 2018
Closing Date: Open Until Filled
Hours Per Week: 40
Established Work Hours: 8:00–5:00, M-F
(Flextime may be available with supervisory approval)
FLSA:** Exempt
EEO Category: Professional

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

GENERAL DESCRIPTION

Perform highly advanced work on issues that concern security activities of electric, telephone and water and sewer utility operations, with a focus on cyber-security. Work involves advising the Commission and staff on issues that concern cyber-security, physical security and homeland security activities of utilities. Work under minimal supervision with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Make recommendations and advise the Commission and staff on issues involving cyber-security for electric, telephone and water and sewer utility operations.
- Assist with updating energy assurance and emergency management rules and plans to incorporate cyber-security.
- Analyze cyber-security utility initiatives for best practices and risk-based access controls.
- Provide information to utilities and the public regarding Commission rules, policies, and requirements as they relate to cyber-security, physical security and homeland security activities.
- Make recommendations concerning proposed rules and amendments to rules as they relate to cyber-security, physical security and homeland security activities.
- Develop recommendations for security program that includes a process for monitoring threats, increasing awareness and developing needed contacts with utilities to share information.
- Stay up-to-date on cyber-security, physical security, and other homeland security issues as they affect the electric, telecommunications and water and sewer utility industries.
- Research cyber-security and privacy legislation, regulations, advisories, alerts, and vulnerabilities.
- Research and analyze cyber-security threat indicators and their behaviors.

- Research and analyze new cyber-security technology.
- Participate with electric utilities and the State Operations Center on drills and exercises designed to test cyber-security and emergency preparedness.
- Participate in PUC-related homeland security activities.
- Participate in emergency management activities of the Commission's Emergency Management Response Team.
- Participate in investigations and the preparation of reports.
- Participate in activities conducted by the Electric Reliability Council of Texas (ERCOT) and federal and state agencies.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four (4) year college or university with a bachelor or post-graduate degree in public policy, homeland security, business administration, information technology, engineering, economics, energy resource economics, or related field.
- Minimum of one (1) year of full-time work experience in a position involving utilities, cyber- security analysis, information security analysis, homeland security, or regulatory analysis.

PREFERRED QUALIFICATIONS

- Graduation from an accredited four (4) year college or university with major coursework in cyber-security, information technology security, computer engineering, computer information systems, computer science, management information systems, or related field.
- Certified Information Systems Security Professional (CISSP) or Certified Information Systems Auditor (CISA).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of cyber-security and information security controls, practices, procedures, and regulations; and of incident response program practices and procedures.
- Skill in the use of personal computers and Microsoft Word and other software programs.
- Ability to analyze complex security issues in diverse and decentralized environments.
- Ability to meet deadlines.
- Ability to effectively communicate complex concepts orally and in writing.
- Ability to assimilate and use diverse, complex information to advance the Commission's goals.
- Ability to work efficiently independently or as a team member, depending on the particular assignment.
- Ability to work harmoniously with Commission personnel, industry stakeholders, customers, personnel of the legislature, other government agencies, and the public.
- Ability to attend work regularly and adhere to approved work schedule.
- Ability to work overtime as needed.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- An internal applicant is not eligible to apply for a class title within their current classification series in their division unless it is a supervisory position.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.
- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.

- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.