<table>
<thead>
<tr>
<th>Position Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JOB ID:</strong></td>
</tr>
<tr>
<td><strong>Position Number:</strong></td>
</tr>
<tr>
<td><strong>UC Path Position #</strong></td>
</tr>
<tr>
<td><strong>Dept:</strong></td>
</tr>
<tr>
<td><strong>Position:</strong></td>
</tr>
<tr>
<td><strong>Approved Payroll Title Code:</strong></td>
</tr>
<tr>
<td><strong>Approved Payroll Title:</strong></td>
</tr>
<tr>
<td><strong>Approved MSP Salary Grade:</strong></td>
</tr>
</tbody>
</table>

**POSITION DETAILS**

Job Summary:
Under the supervision of the Deputy Chief Information Security Officer, this position supports the efforts of the Information Security Office (ISO) to inform campus leaders about their cybersecurity risk profile and compliance status. This position is intended to move the ISO’s security metrics program forward from design to production.

The Data Analyst will work with the ISO managers and technical leads to understand the data sources, structures and relationships, and provide meaningful reports to assess cybersecurity risks. The Data Analyst will use established methodologies and data analysis techniques to evaluate raw data from disparate systems and establish relationships, develop structures to facilitate data aggregation, and use data visualization tools to review past trends, current state, and future trajectories. In addition, this position will assist in standardizing and automating processes, from data collection to visualization, in a highly secure environment.

Campus Job Scope:
The Information Security Office helps protect the confidentiality, availability and integrity of UC Davis' information and information assets. The office offers support, assistance, education and advice, manages security processes, and helps individuals and departments understand their role in information security at UC Davis.

Department Specific Job Scope:
The Information Security Office helps protect the confidentiality, availability and integrity of UC Davis' information and information assets. The office offers support, assistance, education and advice, manages security processes, and helps individuals and departments understand their role in information security at UC Davis.

Positions Supervised:
N/A

Essential Responsibilities:

**60% DATA ANALYSIS & REPORTING**
Identify and evaluate data from multiple sources for potential use for security metrics. Establish secure and automated processes for gathering and consolidating data from these sources.

Conduct statistical-based analysis to ensure data relevance and accuracy; identify gaps and any additional data needed to establish proper data relationships.

Filter, join, and develop data relationships in preparation for use in campus data visualization solutions.

Design/improve campus information security profile dashboards for senior campus executives to convey their organization’s policy compliance and risks.

Design dynamic reports to allow for drill down and segmented review of risk and compliance.

Contribute to data quality testing, data validation, and report testing.
40% REQUIREMENTS GATHERING, COLLABORATION & SUPPORT
Collaborate with various ISO service owners to understand their system data and reporting requirements.

Work with cloud vendors, system administrators, database administrators, and other system owners to understand the structure of systems data and identify appropriate gathering methods.

Create ad-hoc queries for the ISO.

Other related ISO projects and support assignment as needed.

Physical Demands:
Sit for long periods of time in front of a computer screen.

Occasionally work flexible, alternate, and/or extended hours including nights and weekends to address specific operational needs.

Vacation is restricted during peak work periods.

Work Environment:
Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, and report any workplace safety issues promptly to their supervisor or the designated safety coordinator.

UC Davis is a smoke and tobacco free campus. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check:
Yes

QUALIFICATIONS

Minimum Qualifications:
Bachelor’s degree in a data-analytic discipline (e.g., Data Science, Statistics, Computer Science, Mathematics, Engineering, or related field), or equivalent experience, training and education.

Experience using data analytics tools to solve business problems.

Problem-solving and data manipulation experience.

Experience applying statistical modelling to large, machine-generated data such as logs and scan results, as well as human-entered data.

Skilled in using one or more data analysis tools and programming languages such as R or Python.

Skilled in using one or more data gathering tools to create APIs such as Python or Java.

Preferred Qualifications for Selection:
Experience creating a variety of data visualizations (charts, graphs, etc.).

Experience using Excel to conduct statistical analysis and create graphs.

Database experience including experience with SQL.

Experience using tools such as Tableau to create dynamic visualizations of data.

Expectations
<table>
<thead>
<tr>
<th>Job Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and model the UC Davis Principles of Community.</td>
</tr>
<tr>
<td>Communication skills to effectively present information (oral, written, presentation, documentation) and work collaboratively with colleagues and stakeholders.</td>
</tr>
<tr>
<td>Support departmental goal of providing positive, innovative and effective customer service through performance of job functions.</td>
</tr>
<tr>
<td>Effectively establish priorities, organize tasks, and direct effective implementation of tasks in a demanding work environment.</td>
</tr>
<tr>
<td>Willingness to learn and apply new technology and willingness to develop skills to promote professional growth.</td>
</tr>
<tr>
<td>Accountability for the safekeeping of resources in the employee's care and custody and for following and implementing the cyber-safety guidelines.</td>
</tr>
</tbody>
</table>