
Auburn University Job Description

Job Title: **Dir, Rsrch Security Compliance**

Job Family: No Family

Job Code: **HC85**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Serves as the Director for the Research Security Compliance Office, Facility Security Officer and Insider Threat Senior Official for Auburn University (AU) and the Defense Security Service (DSS). This position is responsible for the development, review, leadership and administrative oversight of federal security regulations, as well as university policies relating to classified research, export control, and unclassified controlled information.

Essential Functions

1. Acts as Facility Security Officer (FSO), Contractor Special Security Officer (CSSO), Special Security Representative (SSR), Export Control Officer (ECO), and Insider Threat Senior Official for the University.
 2. Manages the facility security program to ensure compliance with federal security regulations as well as contractual agreements regarding the protection of classified, export control, insider threat, and controlled unclassified information. Ensures full compliance with all National Industrial Security Program Operating Manual (NISPOM), Intelligence Community Directive (ICD) and other counterintelligence (CI) & physical security requirements.
 3. Conducts internal assessments of the AU classified, export control, insider threat, and controlled unclassified information programs between scheduled government audits ensuring that controlled research information is being properly protected in accordance with government directives.
 4. Provides senior management, administrators, faculty, staff, and students with guidance and interpretation of federal security regulations and policies concerning classified, export control, insider threat, and controlled unclassified information.
 5. Develops comprehensive security plans to ensure classified, export control, insider threat, and controlled unclassified information is afforded proper protection per applicable government standards.
 6. Manages and oversees the maintenance of official records and security files in accordance with National Industrial Security Program Operating Manual (NISPOM) and Intelligence Community Directive (ICD) regulations; represents AU in security related matters and coordinates inspection activities with various federal agencies.
 7. Oversees the implementation of the Risk Management Framework (RMF) for the approval process of Automated Information Systems (AIS) security programs and enforces operational compliance with documented security measures and controls.
 8. Implements and monitors the AU Insider Threat Program (ITP). Provides oversight to the Insider Threat Networking Group (ITNG). Responds to and investigates program security infractions and violations. Reports security infractions and violations to the appropriate government agencies.
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Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Science, Engineering, Business, Law, or related field.
Experience (yrs.)	8	Experience analyzing threat information and developing comprehensive information security plans. Experience shows progressively increasing levels of responsibility and accountability. Must have at least 1 year supervisory experience.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of government and contract research security policies, procedures, regulations, and legislation.

Certification or Licensure Requirements

Facility Security Officer (FSO) Certified. Industrial Security Professional (ISP) certification preferred. Must be a U.S. Citizen and able to obtain a Top Secret Security Clearance.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/19/2018
