

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST I, App Security

#### QUALIFICATIONS

- Bachelor's Degree in Computer Science, Engineering, or a related field **OR** High School Diploma, equivalence, or Florida Special Diploma and a minimum of five (5) years of related work experience in Information Services.

#### KNOWLEDGE, SKILLS, ABILITIES

- Working knowledge of Microsoft Active Directory User Controls (ADUC).
- Working knowledge of PeopleSoft HRMS and Financials.
- Working knowledge of Skyward SIS.
- Working knowledge of service desk ticketing system.
- Working knowledge of Frontline Absence Management System.
- Ability to spend majority of workday handling user requests via phone, email, and instant messaging.
- Ability to balance demands of users against the district's need for vigilant application security.
- Ability to provide the highest level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

#### SUPERVISION

**REPORTS TO** Supervisor, IS Operations  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

***To be the application and data security gatekeeper for SCPS Information Services.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Responsible for all PeopleSoft HR, Finance, Skyward, FLDOE SSO and EdInsight security requests and workflow.
2. \*Responsible for questions or problems with account creation for all 10,000+ SCPS staff.
3. \*Responsible for creating, disabling, locking, transferring, and reactivating Active Directory (AD), Skyward, and PeopleSoft accounts.
4. \*Responsible for AD account password resets.
5. \*Responsible for creating shared mailboxes in Office 365.
6. \*Responsible for user name changes, email address changes, and email distribution list changes.
7. \*Back up the Operations Shift Lead by performing payroll, direct deposit, and paycheck printing.
8. \*Back up the IS Operations Supervisor by conducting weekly Change Control meetings.
9. \*Back up the ESC Network Specialist by working on service desk tickets.
10. \*Maintain and communicate documentation for tracking I.S. Change Control requests.
11. \*Maintain User Access Management Directives provided in response to all audits of IT controls.
12. \*Refine and optimize security processes so district staff can obtain accounts in an expedient manner.
13. Perform other duties as assigned by the Supervisor, IS Operations.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment, PC

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## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

### PAY GRADE

**C-D \$48,378 - \$85,913**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function 7750  
Job Code 1958  
Survey Code 65034

### FLSA

Applicable  
 Not applicable

Previous Board Approval

### BOARD APPROVED

**April 28, 2020**  
**June 23, 1998**

ADA Information Provided by Tom Condo  
Position Description Prepared by Tom Condo