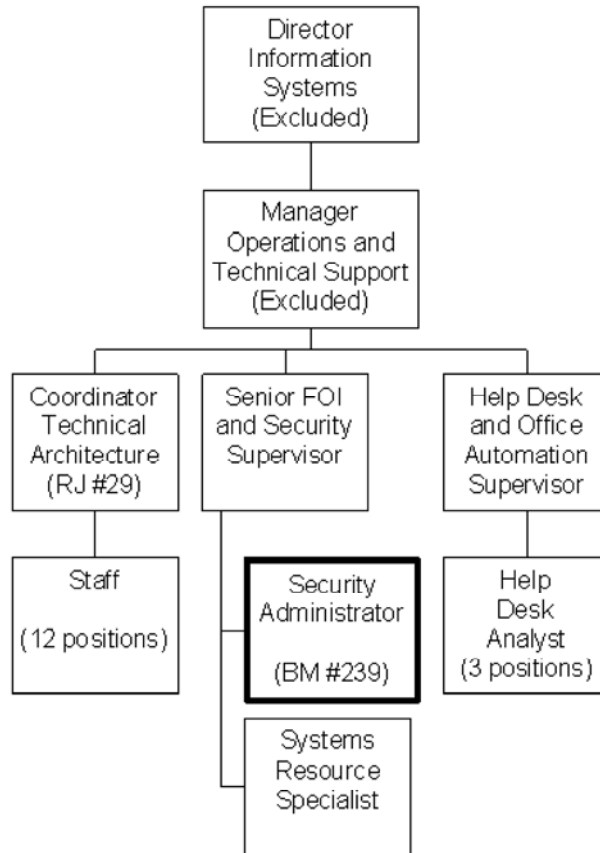|	
Position:	**Benchmark Job #239**
Ministry:	Transportation and Highways
Working Title:	**Security Administrator**
Branch:	Information Technology, MVB
Level:	Range 18
Location:	Victoria
NOC Code:	1421

PRIMARY FUNCTION

To define, implement, monitor and maintain effective data security for Motor Vehicle Branch (MVB) computer-stored resources including applications, such as applications for Drivers License, which contain sensitive personal information; and administer the electronic mail and bulletin board systems.

JOB DUTIES AND TASKS

1. Functions as Group Data Security Administrator (GDSA) for MVB
    a. grants, revokes, monitors and maintains current security access to computer stored resources owned by MVB for staff, Government Agents, ICBC representatives and others
    b. sets up, monitors and documents access structures and lists using Resource Accessing Control Facility (RACF) software for user groups accessing MVB systems and data ensuring access occurs at proper functional level
    c. maintains and reviews User Id applications ensuring correct ownership and Freedom of Information/Protection of Privacy (FOIPP) authorizations are obtained
    d. tests new/enhanced applications and systems to determine effectiveness of security procedures and recommends changes
    e. documents and provides access structures to outside agencies and other ministries
    f. identifies or helps user departments identify their access requirements for data and applications
    g. obtains access for ministry staff to other external systems/applications such as BC Online, Ministry of Finance Companies, ICBC
    h. investigates and resolves any security violations and breaches of user agreement policies
    i. explains security related policy and procedures to MVB personnel
    j. reviews records to identify unused user Ids to update, change or remove mainframe systems accesses
2. Administers, maintains and monitors access to MVB electronic mail and bulletin board systems
    a. sets up, monitors, supports and maintains electronic mail access for MVB users
    b. maintains electronic mail public distribution lists
    c. sets up, operates, monitors and maintains electronic mail system bulletin boards
    d. works with other ministry e-mail administrators to facilitate better e-mail communication
    e. compiles weekly statistical reports on electronic mail activities
    f. represents MVB at cross-ministry electronic mail administrators meetings
    g. provides Help Desk support for electronic mail by diagnosing problems and taking corrective action
3. Performs other related duties

a. provides informal instruction to others on application procedures
b. writes, maintains, enhances or helps with user and technical manuals and systems access forms
c. cleans up disk space and personal datasets

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	**JOB KNOWLEDGE** Understand the principles of data security in a mainframe environment to administer group data security for MVB applications such as the Drivers Licence System; test new/enhanced systems and applications to determine effectiveness of security procedures and recommend changes; grant appropriate level of security and access to internal and external users; investigate and resolve security violations and breaches and administer electronic mail for Motor Vehicle Branch.	G	250
2	**MENTAL DEMANDS** Judgement to apply analysis and interpretation of internal and external user requirements and choose an approach using a combination of accepted systems and security procedures to analyze, verify, grant, set-up, monitor and maintain user security access to MVB applications; analyze security violations and breaches of user agreements; and, diagnose and resolve e-mail problems for MVB users.	E	150

3	**INTERPERSONAL COMMUNICATIONS SKILL**	C	30
	Discretion required to exchange information needing an explanation regarding security problems, violations and solutions with internal and external users.		
4	**PHYSICAL COORDINATION AND DEXTERITY**	C	15
	Moderate coordination and dexterity to use keyboard with some requirement for speed to perform data security and e-mail administration.		
5	**RESPONSIBILITY FOR WORK ASSIGNMENTS**	E	120
	Guided by systems and security policies and guidelines, applies accepted methods in a different way to administer group data security and e-mail for the Motor Vehicle Branch; investigate and resolve security and e-mail problems and determine, grant and revoke access for internal and external users to applications, such as the Drivers License System.		
6	**RESPONSIBILITY FOR FINANCIAL RESOURCES**	A	5
	Financial responsibility is limited to providing security access to financial systems.		

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	**RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION** Significant responsibility to monitor and maintain security of information by granting and revoking security access for users of sensitive Motor Vehicle Branch applications.	D	22.5
8	**RESPONSIBILITY FOR HUMAN RESOURCES** No responsibility for human resources.	A	5
9	**RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS** Responsibility for own well-being and safety in a low risk environment.	A	5
10	**SENSORY EFFORT/MULTIPLE DEMANDS** Intense sensory concentration to almost always view computer screens and printouts when monitoring and maintaining security access and e-mail administration.	D	18
11	**PHYSICAL EFFORT** Relatively heavy physical effort to apply almost continuous visual attention to electronic mail, computer printouts and security access documentation and screens.	D	18
12	**SURROUNDINGS** Exposure to office setting with minimal disagreeable elements.	A	2
13	**HAZARDS** Limited exposure to hazards from frequent keyboarding to monitor and maintain data security.	B	4

Total Points: 644.5

Level: Range 18