



SAFETY SENSITIVE POSITION

**Muscogee (Creek) Nation
Human Resource Management Services**

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 08/23/2023	Employee Requisition Number ER-23521	JOB OPPORTUNITY	
Title/Position: IT SECURITY ANALYST			
Pay Grade SG 14	Salary Range \$51,188-66,809	Classification Full Time	
Department: OPG IT	Location: Tulsa	Location Code: 33R	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the supervision of the Information Technology Manager, the IT Security Analyst responsibility is to monitor computer networks for security issues, install security software, implements security protocols, and document any security issues found to protect the assets of the Office of Public Gaming and to maintain State and Federal compliance.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Monitor networks for security issues. 2. Investigate security breaches and other cybersecurity incidents. 3. Install security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs. 4. Document security breaches and assess the damage they cause. 5. Work with the IT team to perform tests and uncover network vulnerabilities. 6. Fix detected vulnerabilities to maintain a high-security standard. 7. Stay current on IT security trends and news. 8. Develop company-wide best practices for IT security. 9. Perform penetration testing. 10. Help colleagues install security software and understand information security management. 11. Research security enhancements and make recommendations to management. 12. Stay up-to-date on information technology trends and security standards. 13. Participate in technical advisory roles, as required. Mentor associates and foster a learning and growth environment. 14. Perform additional non-IT duties within employee's capabilities in support of OPG if requested. 15. Other duties as assigned.
Minimum Requirements:	<ol style="list-style-type: none"> 1. Bachelor's degree in Computer Science or Information Security Field (or equivalent experience or combination) 2. Three to five years Job experience in Information Security or related discipline. 3. Experience with computer network penetration testing and



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	<p>techniques.</p> <p>4. Understanding of firewalls, proxies, SIEM, antivirus, and IDPS concepts.</p> <p>5. Understanding of patch management with the ability to deploy patches in a timely manner while understanding business impact.</p> <p>6. Knowledge of enterprise supported hardware, software and operating systems to include configuration and connectivity.</p> <p>7. Ability to investigate and analyze information and to draw conclusions.</p> <p>8. Ability to plan, implement, test, and troubleshoot system software.</p> <p>9. Ability to develop systems solutions for operational problems.</p> <p>10. Knowledge of computer flow charts and of programming logic and codes.</p> <p>11. Ability to determine computer problems and to coordinate hardware and/or software solutions.</p> <p>12. Ability to write technical instructions in the use of programs and/or program modifications.</p> <p>13. Records maintenance skills.</p> <p>14. Strong interpersonal skills.</p>
Preferred Requirements:	<ul style="list-style-type: none"> • Certification Information Systems Security Professional (CISSP) Certification • CompTIA Security+ • CompTIA Network+ • Certified Ethical Hacker (CEH) • Certified Information Systems Auditor (CISA) • Certified Information Security Manager (CISM) • GIAC Security Essentials Certification (GSEC)
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must successfully pass background investigation as required by the National Indian Gaming Commission.

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.



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- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs. Up to 100 lbs. Over 100 lbs.

Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
- Risk of electrical shock Vibration Loud Noise

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked **THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- None of these apply.

Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently lose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.