



Human Resources P.O. Box 1118 Okmulgee, OK 74447

POSITION: Security Analyst (I.T)-Council Oak
VACANCY ANNOUNCEMENT: CN-24-80

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, three hospitals, a physical rehabilitation center and nine comprehensive community health programs. Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy, and optometry.

DESCRIPTION OF ASSIGNMENT: The Security Analyst will manage the development, maintenance, and implementation of information security and control policies, procedures, and standards. Participate in new system development and implementations to ensure development effort follow appropriate guidelines and controls are adequately incorporated into the systems. The Security Analyst will manage risk assessments of systems, applications, and networks to identify control weakness and ensure the effectiveness of internal controls in reducing information systems control. Coordinate security relationships involving architectures, incident response, and business continuity. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, ok.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's Degree in Computer Science or Business Administration or related field is required. A Master's Degree is preferred. Two (2) + years of relevant work experience is required. 2+ years of experience in IT/IS required. 2+ years of exposure to information security or information privacy/audit functions. Additional experience may be considered in lieu of education. Incumbent must be insurable and valid Oklahoma Driver's License is required. Obtain HIPAA Professional (CHP) and Certified Security Compliance Specialist (CSCS) certifications within 18 months of hire.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Conversant in the HIPAA Security Rule and NIST Cybersecurity Framework
2. Proficient in monitoring and auditing compliance with Information Security policies and procedures.
3. Ability to investigating Information Security incidents and educating staff on best practices.
4. Ability to work independently under minimum supervision.
5. Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
6. Ability to maintain a confident and professional demeanor.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information, call Tracy Watters at (918) 762-0307. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date