

Position Description

Information Security Analyst

Job Information

Full Time Equivalent: Permanent Full-time; 1.0 FTE (40 Hours per week), Exempt.

Reports to: IT Manager

Rate: \$83,000 to \$91,000; Single Incumbent pay scale.

Location: Milwaukee office location; hybrid work is available. **Applicants must be a Wisconsin resident.**

Job Hours: Most work to be completed during core office hours from 8 a.m. to 5 p.m. Some work may need to be completed after hours due to the nature of the IT position.

How to Apply

Application Instructions: For this position, submit a:

- **resume or work history or both**, that describes your qualifications and experience as they relate to the minimum and preferred qualifications.
- **Cover letter or letter or email of interest.**

For priority consideration, apply online at our Careers page:

www.disabilityrightswi.org/careers

Application Deadline: Applications will be accepted through June 6, 2025. Application review will begin after the close date, and the position will remain open until filled.

Note: You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed.

What is Disability Rights Wisconsin?

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

Disability Rights Wisconsin arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race; disability and gender and gender identity; disability and gender-based violence; and more. We strive to create a welcoming and inclusive environment at Disability Rights Wisconsin.

Job Summary

The Information Security Analyst is responsible for developing, implementing, and maintaining the organization's information security program to ensure the confidentiality, integrity, and availability of data. This role supports compliance with HIPAA and NIST SP 800-53 and collaborates with internal teams and external partners to manage risk, respond to incidents, and promote a culture of security awareness.

Key Responsibilities

1. Security Operations – 40%

- Continuously monitor systems and environments for potential security threats, breaches, and anomalies.
- Actively monitor and respond to alerts from:
 - Endpoint Detection and Response (EDR) and Identity Threat Detection and Response (ITDR) platforms.
 - Managed SIEM, Microsoft Defender, and vulnerability scanning tools.
 - Network traffic logs, endpoint activity logs, and audit logs.
 - Access Reviews, Risk-Based Sign-in Logs, and Insider Risk via Microsoft Entra.
- Investigate and respond to phishing alerts, coordinating remediation or response.
- Perform regular security audits and vulnerability assessments to identify, document, and mitigate risks.
- Serve as the organization's Security Officer by leading security incident response efforts, including breach investigation, containment, remediation, and regulatory reporting, in alignment with compliance requirements.
- Manage and oversee physical security controls for all office locations, including access control systems, surveillance monitoring, badge management, and coordination with facilities staff to ensure alignment with organizational security policies and compliance requirements.
- Configure, maintain, and optimize security systems and tools to align with organizational policies and compliance frameworks.
- Assist with configuration management, including documentation of system settings, security baselines, and change tracking.

2. Regulatory Compliance and Risk Management – 30%

- Monitor, review, and implement compliance requirements to ensure ongoing alignment with relevant security standards and regulations.
- Participate in HIPAA and NIST SP 800-53 risk assessments with third-party contractors.
- Lead remediation efforts and track compliance tasks.
- Assess new vendors for compliance and manage compliance requirements.
- Perform regular staff compliance reviews and reporting.

3. Policy, Planning, and Documentation – 10%

- Develop, implement, and maintain security policies, standards, and procedures.
- Lead annual security planning and contribute to IT strategy.
- Maintain security documentation for systems, networks, and security protocols.

4. Support and Collaboration – 10%

- Serve as backup for helpdesk support.
- Work with IT team, management, and external partners to enhance security measures.
- Act as the primary IT contact for disaster recovery planning and execution.

5. Training & Awareness – 10%

- Select, assign, and track staff security awareness training.
- Conduct IT security orientation for new staff.
- Coordinate tabletop exercises for IRP and DRP.

6. General:

- Adhere to all DRW policies and procedures including but not limited to work hours; timesheets; file maintenance; confidentiality and security.
- Participate in DRW activities such as all-staff meetings and committees.
- May be other related duties as assigned.

Qualifications

Minimum Qualifications:

- Bachelor's degree in information security, Cybersecurity, Computer Science, Information Technology, or a related field.
- Minimum experience of 3-5 years in information security, IT compliance, or a related role.
- Demonstrated understanding of HIPAA and NIST frameworks and their application in an organizational setting.
- Knowledge with Microsoft 365 security tools (e.g., Microsoft Defender, Compliance Center, Entra ID).
- Prior experience with SIEM platforms, endpoint protection, and vulnerability management tools.
- Experience or direct contact or both with persons of culturally diverse background.
- Proven ability with strong written and verbal communication skills, with the ability to explain technical concepts to non-technical audiences and document technical findings.
- Prior experience managing multiple tasks and projects, prioritizing effectively, and meeting deadlines and compliance requirements of projects.

Preferred Qualifications:

- Industry certifications such as CISSP, CISM, Security+, and HCISPP
- Familiarity with NIST 800-53 security controls.
- Prior experience conducting or participating in HIPAA or NIST-based risk assessments.
- Demonstrated experience developing or managing staff security awareness programs.
- Experience or direct contact or both with persons with a disability or social justice movements either in a paid or unpaid capacity.
- General knowledge or ability to learn of resources relevant to individuals in Wisconsin's disability-related services/legal rights, residential, prevention of abuse/neglect systems including Family Care, IRIS, community-based mental health programs, and adult/child protective services.
- Ability to write and/or speak Spanish, Hmong, or American Sign Language (ASL) as well as English is desired.
- Displayed willingness to work outside of standard business hours when necessary for IT projects.
- Prior experience leading or participating in tabletop exercises and recovery planning.

Work Environment and Physical Demands

- **Remaining in a stationary position, often standing or sitting for prolonged periods:** 27 to 40 or more hours.
- **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less.
- **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours.

- **Operating motor vehicles:** 13 hours or less.
- **Sedentary work that primarily involves sitting and standing:**
27 to 40 or more hours.
- **Light work that includes moving objects, boxes up to 20 pounds:**
13 hours or less.

Travel

This position requires minimal travel for meetings and security projects as needed. Travel is anticipated to average 1 time per month. A valid driver's license and an acceptable Motor Vehicle Record is required if driving for our organization.

Day travel will be monthly, less than 1 to 2 days a month.

Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs.
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Access to affordable, quality:
 - Dental, Vision Coverage
 - Additional Life Insurance for employee and spouse and children
 - Critical Illness Insurance
 - Identity Theft
 - Pet Insurance

- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for – nor forgive – federal student loans. However, our status as a not-for-profit organization under Section 501 (c) (3), makes us an eligible employer. There may be other determining factors for one to qualify.

For more information, read the Federal Student Aid’s Public Service Loan Forgiveness (PSLF) page:

studentaid.gov/manage-loans/forgiveness-cancellation/public-service

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Sick and Personal Leave
- Vacation Pay
- Anniversary Pay
- Comp Time for Salaried Employees
- Volunteer and Voting Time off
- Bereavement Leave

Additional benefits include the Employee Assistance Program (EAP), Commuter Choice, and Sabbatical Leave.

Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)

We are an equal-opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.