



## MINNESOTA STATE

Human Resources

Your HR team for the system office

### **Job Class: ITS 5 – Job Posting 26475 (reposting of 24515)** **Working Title: PCI Security Specialist**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 09/10/2018

**Closing Date:** 09/24/2018

**Hiring Agency/Seniority Unit:** Minnesota State - System Office/MAPE

**Division/Unit:** IT

**Option Code:** 1745 Security

**Appointment Type:** Unlimited, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** M-F

**Travel Required:** Yes – 25%

**Salary Range:** \$32.24- \$55.13/hourly; \$67,317 - \$115,111/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** 214/MAPE

**FLSA Status:** Non-exempt

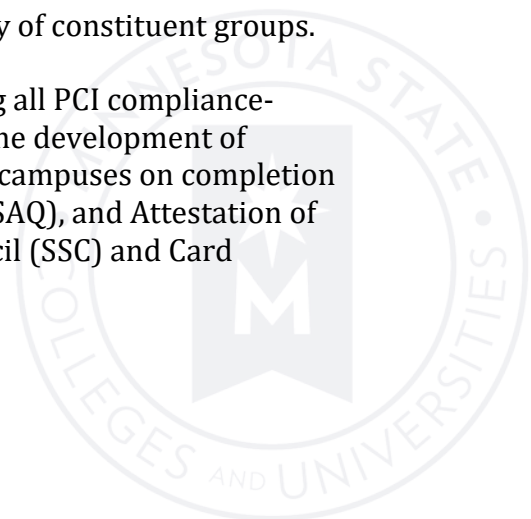
**Location:** St. Paul

**[Connect 700 Program Eligible:](#)** Yes

#### **Job Summary:**

Reporting directly to Minnesota State's Chief Information Security Officer, the PCI DSS Specialist will continue to develop, mature, and maintain Minnesota State's PCI compliance program. The PCI DSS specialist will manage compliance activities by undertaking risk assessments, advising on implementation of security measures, recommending appropriate risk mitigations, interpreting security policy and standards in the context of projects and business scenarios to ensure the organization maintains compliance thresholds. This position will communicate the results of this work to a wide variety of constituent groups.

Activities will include assessing, managing, driving and tracking all PCI compliance-related activities, including the identification of compliance gaps, the development of remediation plans, monitoring compliance status, and guidance to campuses on completion of Reports of Compliance (RoC), Self-Assessment Questionnaires (SAQ), and Attestation of Compliance (AoC) consistent with all PCI Standards Security Council (SSC) and Card Payment Brand requirements and specifications.



## Minimum Qualifications:

**Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.**

- Four (4) years of working knowledge and have a thorough understanding of PCI DSS and compliance requirements.
- Two (2) years' experience in auditing IT processes/systems OR two (2) years' technical experience in IT systems, network, and information security.
- Active or former PCI QSA/ISA or have capacity to achieve PCI ISA certification within 12 months. PCI ISA certification will be required to be maintained during employment with Minnesota State.
- Experienced in communicating with executives and other business leaders to provide a common understanding of technical elements.
- Possess effective presentation skills, providing communication to audiences with varied backgrounds.
- Understanding of Information security standards and frameworks (e.g. PCI, NIST, ISO 27001, 27002), technical assessment standards and/or other relevant regulation and guidelines.
- Understanding of enterprise-wide information security controls and IT general controls.
- Ability to effectively articulate risk in business terms and effectively communicate recommendations both verbally and through written reports from staff to leadership levels.
- Team player possessing skills such as multi-tasking, self-starter, prioritization, time management, decision making, project management, and strong interpersonal skills.
- Technical proficiencies: MS Operating System, MS-Excel, MS-Word, MS-PowerPoint, MS-Project, and MS-Visio.

## Preferred Qualifications:

- Familiarity with Azure, and Office 365 cloud environment
- Experience in managing and responding to security events and incidents
- Working knowledge of industry standard authentication mechanisms (OAuth, OpenID, SAML, Shibboleth, etc.)
- Experience developing company policies, procedures or standard operating practices.
- Knowledge of WAN/LAN, Firewall architecture and design
- Experience with higher education or State government agencies

## **Additional Requirements:**

- Relocation allowance of \$5,000 is available
- Finalist(s) will prepare and present a presentation
- Successful candidate must be able to pass past-employer reference checks and a criminal history verification.
- Minnesota State System Office is unable to sponsor employment VISA's at this time.

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-relations/Labor>.

## **Why Work for Us**

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

## **How to Apply**

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

## **Contact**

If you have questions about the position, contact Jessica White at [jessica.white@minnstate.edu](mailto:jessica.white@minnstate.edu) or 651/201-1845.

## Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance is needed.