



## DevOps Specialist

The Development Operations Specialist will be responsible for the implementation of all security solutions. The desired candidate will be a subject matter expert in all technical solutions which the security operations center (SOC) offers. The desired candidate will oversee all aspects of implementations and projects from initiation to completion of the project. The desired candidate will allocate time to finding new solutions for those issues which may arise in the security department. The desired candidate must document all situations accurately and completely. The desired candidate must possess strong verbal skills to convey information accurately to clients, and for the training of SOC members.

### Principle Accountabilities:

- Develop, and move forward automation initiatives
- A key portion of this position is documentation:
  - Ensuring as initiatives are found to be automated, documentation is created based around the way it is being performed today, as well as documentation on the automation process that is being put into place will be performed.
  - Documentation surrounding successes
  - Documentation surrounding failures and why it did not work
- Developing, implementing, and maintaining training material for automation activities
- Developing, and performing internal trainings for knowledge growth of the company
- Gain a very deep understanding of how the company works, tools used, skills available, and where automation would be most impactful
- Identify monotonous activities performed by analysts and engineers that can be automated to increase efficiencies
- Adhere to Project commitments as best as possible
- Being available during off-hours in the event something written needs to have troubleshooting performed or becomes unavailable.

### Other Accountabilities:

- Respond to Alerts, events, and incidents per our specified procedures and processes
- Log and record all work performed inside Ticketing System
- Identify weaknesses in current infrastructures and suggest improvements
- Technical and analytical skills to understand issues facing the company
- Resolve events and incidents
- Provide timely and reliable service to customers
- Stay up to date on latest vulnerabilities exploits and any other relevant threat information
- Finding opportunities to grow knowledge whether through written, online videos, in person trainings, etc.
- Document solutions, processes, or procedures in written, verbal, phone, or in person.
- Requirement for 24/7 on-call work
- Ability to work in a very fast-paced environment



- Assist in creation and maintenance of documentation for procedure and processes
- Ensuring they are complying with and adhering to all Information Security Policies as well as privacy policies. They must also ensure they are protecting and keeping secure all client information considered or believed to be private or sensitive.
- Ensuring all security and operational controls are followed and enforced to ensure client data remains secure, available, and private, where applicable.
- Ensuring any scripts or code written is in a secure fashion, with Security at the forefront of all automation initiatives.

#### **Experience/Skills:**

- Programming / Shell scripting experience (C#, C++, PERL, Python, Java, Shell, PowerShell, RESTful, API dev, etc.)
- Strong desire to constantly learn
- Customer –oriented focus with a strong interest to satisfy our customers
- Knowledge of Windows Operating systems applications
- Knowledge of Linux Operating Systems and applications
- Knowledge of Security Development best practices
- Understanding varying Security standards PTES, Defense in Depth, etc.

#### **Additional Information**

- Functioning personal vehicle for transportation and a valid PA driver's license required.
- Preferred Education: Minimum of Technical or Associate degree in a relevant field or 1 year's equivalent experience preferred.
- Some travel and heavy lifting may be required.

#### **Classification Information**

- Level/Department: DevOps Specialist
- Reports to: Director of Cyber Security Services
- Date Reviewed: 08/21/2020