

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time (not less than 5%)		
Task #	Percent	
1	30%	Assists in analyzing existing standards documents
2	30%	Creates I.T. security policy drafts for review by the Security Officer
3	30%	Creates compliance documentation for OIS to show policy compliance.
4	10%	Other duties as required

Signature of Employee Date

Signature of Personnel Officer Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date