

Data Security Specialist

Job Description



Department:	Technology Refurbishment	FLSA Status:	Non-Exempt
Reports To:	Assistant Manager of Technology	Physical Strength:	Heavy
Salary:	\$18.50/hour	Class:	Union

Summary

This position is responsible for identifying and overseeing security of data bearing materials that are donated to Free Geek by performing the following duties.

Essential Duties

1. Identifies a wide variety of technology equipment and determines data bearing potential of both data bearing and non-data bearing devices.
2. Removes and secures physical data bearing devices, wiping them to industry standards for reuse or destroying them to ensure data will not be recovered.
3. Communicates with multiple areas in order to ensure a steady flow of gizmos through the data security process and to production areas for Free Geek's programs.
4. Performs quality control testing (QC) on wiped drives to ensure data erasure in accordance with data security standards including NIST and NAID membership/certification requirements.

Job Duties

- Secures data bearing devices, removing physical data bearing components and wiping them to industry standards for reuse or destroying them to ensure data will not be recovered.
- Performs quality control testing (QC) on wiped drives to ensure data erasure.
- Prioritizes data clearing and drives QCs in accordance with the organizational needs, at times with a large amount of incoming.
- Identifies a wide variety of technology, determining data bearing potential of both data bearing and non-data bearing devices.
- Ensures compliance with and understands data security standards including NIST requirements and NAID membership and/or certification standards.
- Coordinates and communicates with team members, management, and other departments to guide flow of incoming and outgoing devices and stock production, programs, and sales areas with needed hardware and components.
- Assists in research, development, and documentation of new processes as technology, specifically data storage, evolves.
- Improves technical skills, knowledge and competence through reading industry journals, e-learning and requesting training.
- Documents daily productivity, assists in area labeling and organization, and participates in inventory creation and control.
- Participates in Oregon E-cycles sampling events and other associated special projects related to data security compliance.
- Performs asset tracking and disposition record keeping for donation manifests and Certificates of Data Destruction when requested by donor.
- Keeps work areas clean and organized.
- Maintains punctual, regular and predictable attendance.
- Works collaborative in a team environment with a spirit of cooperation.
- Respectfully takes direction from manager.

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- Other duties as assigned.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education & Experience

No prior experience or training. One to two year(s) related experience and/or training or equivalent combination of education and experience. Experience working in technology repair and refurbishment organizations and/or with user data security.

Certificates, Licenses and/or Registrations

This position does not require any certificates, licenses and/or registrations.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, data wiping and QC software, project management, graphics, word processing, document creation/editing, communicating by email and using scheduling software.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, exposed to wet or humid conditions (non-weather), toxic or caustic chemicals, work with explosives,

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vibration. The employee is regularly required to sit, exposed to work near moving mechanical parts, risk of electrical shock.

The employee is frequently required to stand, walk, use hands and fingers to type or dial, reach with hands and arms, talk or hear, taste or smell, use stairways to climb to multiple floors within the office building, exposed to fumes or airborne particles.

The employee must occasionally lift and/or move up to 100 pounds. This position requires frequent computer use. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually loud.

This position does not require any travel.

Employee Signature: _____ **Date:** _____

Employer Representative: _____ **Date:** _____