

**COBIZ FINANCIAL INC.
JOB DESCRIPTION**

Position Title: Senior Risk Analyst	Reports To: Information Security and Technology Risk Manager
Original Date: April 29, 2013 Revised:	Department: Information Technology FLSA: Exempt Salary Range: IT7E

General Purpose:

This position participates in the development and maintenance of information risk management within the enterprise.

Essential Functions:

- Provides thorough documentation of all aspects of the Information Security & Risk Program (including GLBA, HIPAA and other regulatory requirements as applicable).
- Assists with the development and implementation of policies, procedures and standards relating to information security, privacy and incident response.
- Participates in the evaluation, development, and implementation of information security standards, procedures, and guidelines for multiple platforms and diverse systems environments.
- Keeps current with emerging security trends, issues, and alerts.
- Identifies emerging vulnerabilities and evaluating associated risks and threats.
- Communicates known security risks and solutions to mitigate risks to business and technology partners as needed.
- Works with business units and other internal departments to facilitate IT risk analysis and risk management processes, identify acceptable levels of residual risk, and establish roles and responsibilities relating to information classification and production.
- Identifies and evaluates business and technology risks, internal controls which mitigate risks, and related opportunities for internal control improvement.
- Monitors, coordinates, and documents progress on remediation items to ensure actions have been taken.
- Oversees Business Continuity Planning with all business units to including documentation of plan, training and testing.
- Manages and conducts security / risk assessments, including vendors and systems.
- Participates as the Information Security/Risk representative for various projects and provides information and guidance to enhance system security in the various stages of its life-cycle.
- Assists in developing and maintaining departmental website.
- Exercises awareness in regards to suspicious activity, money laundering or fraudulent behavior as it relates to cash transactions and overall transaction activity and document any such behavior so SAR filings can be considered.

Employees are held accountable for all duties of this job--

- Ensures compliance with all regulations including but not limited to BSA, Reg D, Reg E, Reg P, Reg CC, Reg DD and unclaimed Properties.

Other Functions:

- Assists with business continuity initiatives including business impact analysis (BIA) and disaster recovery planning.
- Assists with annual network vulnerability penetration analysis of infrastructure, including firewalls, web, database, application and authentication servers.
- Assists with enterprise security architecture and design.
- Provides escalation support to other department support teams when necessary.
- Assists with creating regular security monitoring reports from sources of information security and risk management information.
- Assists with research and recommendations of new or upgraded information security-related applications and reports.
- Creates and maintains policies and standard operating procedures (SOP).
- Provides on-call support for information security issues.
- Aids in end user training.
- Other duties as assigned.

Supervisory Duties:

Direct Reports: 0

Indirect Reports: 0

Job Qualifications:

Knowledge, Skill and Ability:

- Advanced working knowledge of identity and access management processes and systems.
- Advanced working knowledge of Microsoft Active directory topology specific to user and resource management.
- Strong working knowledge of event logging/management systems.
- Strong working knowledge of intrusion/detection prevention systems (IPS/IDS).
- Strong working knowledge of encryption and key management.
- Strong working knowledge of business continuity planning and disaster recovery.
- Strong working knowledge of the risk assessment process.
- Knowledge and experience of FFIEC and HIPAA.
- Ability to complete projects and assignments on time with minimal supervision.
- Ability to effectively communicate verbally and in writing with personnel at all levels within the organization, as well as outside vendors/contacts.
- Ability to prioritize work and handle multiple tasks, both long and short term, simultaneously in a fast paced, diverse and growth-oriented environment.

- Ability to identify deficient processes/procedures and to develop and implement secure solutions.
- Ability to maintain a high level of confidentiality.
- Ability to work under tight deadlines within multiple projects.
- Ability to work flexible hours in a rotating on-call shift environment.

Education or Formal Training:

- Bachelor Degree in Computer Science, Information Systems, or equivalent work experience.
- Advanced Microsoft, Network, Information Security training, or identity management vendor-specific training.
- Certifications (optional): CISSP, CISA/CISM, GSEC

Experience:

- Minimum eight years experience in an IT environment supporting risk management activities.
- Knowledge and experience of the ten Common Body of Knowledge (CBK) domains of Information Security.
- Experience with Project Management duties (project planning, scope, schedule, status updates and documentation).

Working Environment / Physical Requirements/Activities:

General office environment; therefore, must have the ability to operate Bank office machines/equipment with hands and the ability to use and type on computer keyboard. Must also have the physical ability to use the telephone. Must understand questions/concerns raised by parties involved, in person and over the telephone. Must be able to read job-related documents. Must have the physical ability to stoop, bend and lift, push, pull or carry up to forty pounds up to five times per day. Must have the ability to transport self to outlying locations, including limited overnight travel.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.