



## **JOB TITLE: INFORMATION SECURITY COMPLIANCE SPECIALIST**

### **General Summary:**

This position assists Compliance and Information Security in providing internal control testing, auditing and monitoring, and risk management and mitigation. This role will work to identify risk and ensure compliance with industry standards, relevant laws and regulations, and industry best practices. This position also assists in maintaining and developing appropriate policies, procedures, and documentation to maintain compliance with local, state, and federal laws. Reviews and evaluates compliance issues and concerns within the organization.

### **Principal Responsibilities and Duties:**

- Ensure ongoing compliance with the Credit Union's policies and procedures for information security.
- Design and/or conduct security risk assessments.
- Build and maintain the controls matrix in alignment with multiple compliance frameworks and standards.
- Prepare compliance reports and status reports, identify issues, and report to senior management.
- Support key business initiatives by identifying security and compliance related risks.
- Assist with various internal and external audits, and their responses and remediation efforts.
- Ensuring internal compliance (including IT, vulnerability scans, annual training, etc.) are executed in a timely manner.
- Understand impact of vendor assessments and assist with the Credit Union's vendor management program.
- Communicate to senior management, through reports, presentations, metrics and other documentation, any cyber-security risks identified.
- Attend and draft minutes of the Credit Union's Technology Committee.
- Performs related duties as assigned by supervisor.

### **Skills and Abilities Required:**

- Ability to read, analyze and interpret information as it pertains to compliance-related functions and regulations.
- Ability to demonstrate a high level of interpersonal skills to conduct productive communication and to effectively present oral and written communications.
- Ability to follow instruction and to work both independently and within a team environment.
- Ability to demonstrate punctuality and good attendance.
- Ability to define issues, collect data, establish facts, and draw valid conclusions.
- Proficient in computer programs, such as word processing and spreadsheet software programs.

### **Position:**

- Full Time

*This Job Description is not a complete statement of all duties and responsibilities comprising this position. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

### **How to Apply:**

- Online application at [www.1stnorcalcu.org/employment](http://www.1stnorcalcu.org/employment)
- OR email stating why you are interested in the position and attach your resume and application to [jobs@1stnorcalcu.org](mailto:jobs@1stnorcalcu.org)

- OR drop off at: Martinez Main Branch  
1111 Pine Street  
Martinez, CA 94553