

Job Description

Job Title: Nerc CIP Compliance Program Analyst

Reference: 005329

Responsibilities

Alliant Energy is currently hiring for a NERC CIP Compliance Program Specialist at our Madison, WI Headquarters.

Supervision Received:
Performs work under the general supervision of Cyber Security Risk Manager.

Supervision Given:
May supervise the work of contract or administrative staff involved in the NERC CIP Compliance effort.

Note**** Hiring for a project role with a 24 month expected time frame.

Position Summary/Accountabilities:

Assist in the performance of activities and collection of data to maintain corporate compliance with mandated cyber security regulations, particularly cyber security regulations associated with the North American Electric Reliability Corporation.
Review the implementation, documentation, testing and monitoring of security solutions and associated security compliance regulations.

Assists in the development, review and update of appropriate policy, procedure, and standards to maintain corporate compliance with mandated cyber security regulations, particularly cyber security regulations associated with the North American Electric Reliability Corporation.

Assists in the development of processes to identify, quantify, analyze, and report on NERC CIP compliance status

Interacts and coordinates with appropriate business unit resources for audit participation. Participates in internal auditing activities performed for NERC CIP compliance verification; develop a system of associated metrics for periodic reporting.

Provides assistance to appropriate Alliant Energy business units and stakeholders as it relates to NERC CIP compliance activities and requirements for demonstrating compliance with mandated cyber security regulations.

Job Functions:
Support efforts of the Alliant Energy NERC CIP compliance effort.

Work with and function as a liaison between Alliant Energy business units that are affected by the NERC CIP regulations to collect, report, and retain compliance documentation and reports.

Assists in the design and implementation automated systems, procedures, and methods required for NERC CIP compliance.

Assist in the project planning for the NERC CIP compliance effort, particularly on migrating from a project to creating ongoing, sustainable, and repeatable processes.

Assist in the performance of risk assessments, audits, and system reviews. Use a combination of automated tools, manual methods, and interviewing techniques to gather the information necessary to report on security risks. Author written reports summarizing findings and recommendations.

Prepares and conducts presentations for regulatory compliance projects, proposals and initiatives as needed.

Responsible for processes to monitor compliance to and enforcement of security policies.

Incorporates safety, customer service and increased productivity to continuously improve security processes.

Assist in the development and implementation of security awareness training and education programs.

Complete special projects or assignments as requested. Participate on department and/or cross-functional teams to complete special projects or assignments as requested.

Physical & Environmental Requirements:

Physical requirement include sitting for long periods of time, speaking in front of groups, finger dexterity, hearing and seeing. Environmental requirements include working indoors, with and around people.

Technical/Job Skill Qualifications:

The candidates must meet the following minimum qualifications, and have demonstrated the following technical or job skills:

Education and/or experience equivalent to a Bachelors degree from an accredited college with a degree in information technology, telecommunications or business.

A minimum of four years progressive professional experience in information technology and or telecommunication disciplines.

Demonstrated effective verbal, interpersonal and written communication skills at all levels within the organization.

Demonstrated ability to develop long-range program plans, set goals and objectives, make decisions on program priorities and analyze program effectiveness.

Demonstrated ability to analyze, draw conclusions and devise solutions to complex problems.

Ability to interact effectively with employees/contractors/public at a variety of levels within the company and social environment.

Demonstrated computer skills using such programs as e-mail, word processing, spreadsheet, project management, scheduling and reporting tools.

Ability to achieve performance/project goals.

Ability to achieve and communicate a sense of urgency.

Ability to interpret federal and state security-related regulations.

Ability to work effectively in a diverse work environment.

Performance Skills:

Candidates must have demonstrated the following performance skills:

Policies, Process, & Procedures: Able to act in accordance with established guidelines; follow standard procedures in crisis situation; communicate and enforce organizational policies and procedures; recognize and constructively conform to unwritten rules or practices.

Decision Making and Problem Solving: Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

Flexibility: Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Integrity: Able to be tactful, maintain confidences, and foster an ethical work environment; prevent inappropriate behavior by coworkers; give proper credit to others; handle situations honestly.

Systematic Problem Solving: Able to apply systems thinking to generate solutions; focus on process rather than isolated events; obtain multiple assessments of a situation and be systematic in identifying trouble spots; use tools to define problems; evaluate alternative solutions.

Reading the System: Able to use common sense to get things done, identify key people to bring about change and understand underlying political dynamics of work; develop a network of contacts and target specific influential people to reach goals; be aware of significant contributing factors to manage change.

Tolerance of Ambiguity: Able to withhold actions or speech in the absence of important information; deal with unresolved situations, frequent change, delays, or unexpected events.

Non-compete agreement required? Yes No

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Alliant Energy is committed to providing an inclusive work environment for all and is proud to be an equal opportunity employer M/F/D/V. The successful candidate will be subject to a pre-employment drug screen, physical and background investigation. To apply for this challenging opportunity, please complete the online application, including resume and salary requirements, no later than February 10th, 2009.

A core corporate value of Alliant Energy is to be a responsible corporate citizen, caring for the environment and the communities where we do business and encouraging diversity in our employee and supplier ranks, we recognize, respect and appreciate the valuable and different perspectives that each of us bring to the work environment, our company and our customers.

Please apply before: **02/10/2009**