

Job Title: Cyber Security Analyst**Job Status:** Full-Time**Department:** Cybersecurity**Job Grade:** T607**Reports To:** Cyber Security Manager**Work Setting:** On-Site**Pay Status:** Exempt**Date Created/Updated:** 7/7/2025**Location:** Customer Solutions Center

Position Summary

The Cyber Security Analyst is responsible for monitoring, analyzing and protecting OT and IT Systems. This role is technical and requires an in depth understanding of the TCP/IP stack, data flows and cyber security functions. Applicant should possess strong communication/interpersonal skills, as they will work closely with NBU stakeholders to protect Supervisory Control and Data Acquisition (SCADA) systems, Industrial Control Systems (ICS), Operational Technology (OT) and business systems.

Essential Duties & Responsibilities

- Support, evaluate and analyze the security and risk assessment of NBU OT systems.
- Analyze firewall rules, event logs, ICS, OT system components and identity management logs.
- Monitor, identify, triage and prioritize security events, ensuring timely and appropriate response.
- Recommend and implement remediation/mitigation steps keeping with the organizations risk tolerance.
- Maintain a strong understanding of TCP/IP, Ports, Protocols, Attack Surfaces, Threat Vectors, and Tactics.
- Develop and maintain an understanding of OT endpoints, to include PLCs, HMIs, Sensors, Switches, Relays, etc.
- Identify trends and recurring issues to recommend proactive security measures
- Oversee the OT Vulnerability Management program and take active steps to closely align with security requirements from DHS, CISA, Water/Electric-ISAC, NERC/CIP, TCEQ and other regulatory agencies.
- Generate, gather and track security metrics to provide reports in digestible format.
- Provide cybersecurity awareness training and support to employees on best practices and compliance.
- Work closely with teammates, IT and OT staff to support convergence and enhance our overall security posture.
- Participate in tactical and strategic meetings with stakeholders and planners as a cybersecurity Subject Matter Expert (SME).
- Develop remediation workflows, influence and collaborate across teams, stakeholders and third-party vendors
- Develop and update technical documentation such as security processes, data flows, incident response plans and risk assessments
- Participate in the exercise and updating of Incident response plans.
- Attend out-of-town Cyber or OT related training and conferences on occasion.
- Strong decision-making capabilities, with a proven ability to weigh the relative costs and benefits of potential actions and identify the most appropriate one
- An ability to effectively influence others to modify their opinions, plans or behaviors
- An understanding of organizational mission, values, goals and consistent application of this knowledge
- Strong problem-solving, critical thinking and troubleshooting skills
- Adhere to all safety rules and regulations to create a safe and healthy workplace.
- Perform other duties as required.

Formal Education and Work Experience Requirements

Degree/Diploma Obtained: Bachelors

More Field of Study: Cybersecurity, Information

Work Experience Time Frame: Three Years or

Technology, Engineering, or suitable technical field.

Other: 5-year work experience plus recognized security or

network certifications may be substituted for degree

Certification and Licensures Requirements

Other Minimum Qualifications

- Understanding of OT, ICS, IT and SCADA environments and systems
- 3+ years' experience in IT security, OT security, or SCADA/ICS administration
- Strong analytical and problem-solving skills
- Ability to influence, motivate, build and maintain good working relationships
- Proven ability to work, take initiative and begin projects with limited supervision
- Bachelor's degree in Cybersecurity, Information Technology, Engineering, or suitable technical field. Combined 5-year work experience plus recognized security/network certifications may be substituted for degree

Knowledge of Computer Software

	No Knowledge	Beginner	Intermediate	Expert
ArcGIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AutoCAD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Software Knowledge

End-Point AV, EDR, ACLs, enterprise firewalls, sniffers, TCP/IP

Experience with Machines, Tools, Equipment and Other Work Aids

[Click or tap here to enter text.](#)

Physical Demands

Standing: Choose an item.

- ☒ Making Presentations
- ☒ Observing Work Sites
- ☒ Observing Work Duties
- ☒ Communication with Co-Workers

Fine Dexterity: Choose an item.

- ☒ Computer Keyboard
- ☐ Telephone Keypad
- ☐ Calculator
- ☐ Calibrating Equipment

Walking: Choose an item.

- ☒ To Other Departments/Office/Office Equipment

☒ Around Worksite

Lifting: Choose an item.

- ☐ Supplies
- ☒ Equipment
- ☐ Files

Carrying: Choose an item.

- ☐ Supplies
- ☒ Equipment
- ☐ Files

Sitting: Choose an item.

- ☒ Desk Work

- ☒ Meetings
- ☒ Driving

Reaching: Choose an item.

- ☒ For Supplies
- ☒ For Files

Handling: Choose an item.

- ☒ Paperwork
- ☐ Monies

Kneeling: Choose an item.

- ☐ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Pushing/Pulling: Choose an item.

- ☒ File Drawers
- ☒ Equipment
- ☐ Table and Chairs
- ☐ Hose

Climbing: Choose an item.

- ☐ Stairs
- ☒ Ladder
- ☒ Step Stool
- ☐ Onto Equipment

Vision: Choose an item.

- ☒ Reading
- ☒ Computer Screen
- ☒ Driving
- ☒ Observing Worksite

Foot Controls: Choose an item.

Other: Click or tap here to enter text.

- ☒ Driving
- ☐ Operating Heavy Equipment
- ☐ Dictaphone

Balancing: Choose an item.

- ☐ On Ladder
- ☐ On Equipment
- ☐ On Step Stool

Bending: Choose an item.

- ☐ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground
- ☐ Making Repairs

Crouching: Choose an item.

- ☐ Filing in Lower Drawers
- ☐ Retrieving Items from Lower Shelves/Ground

Crawling: Choose an item.

- ☒ Under Equipment
- ☐ Inside Attics/Pipes/Ditches

Hearing: Choose an item.

- ☒ Communication Via Telephone/Radio/To Co-Workers/Public
- ☐ Listening to Equipment

Twisting: Choose an item.

- ☒ From Computer to Telephone
- ☒ Getting Inside Vehicle

Talking: Choose an item.

- ☒ Communication Via Telephone/Radio/To-Co-Workers/Public

Environmental Factors

	Never	Seasonally	Several Times Per Year	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (Heat, cold, extreme temp. change)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness and/or humidity (bodily discomfort from moisture)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Respiratory Hazards (Fumes, gases, chemicals, dust, and dirt)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise and Vibration (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (High voltage, dangerous machinery, aggressive Customers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health and Safety Conditions

	Never (Never Occurs)	Rarely (Less than 1 hour per week)	Occasionally (1/3 or more of the time)	Frequently (From 1/3 to 2/3 of the time)	Constantly (2/3 or more of the time)
Mechanical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Danger or Abuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Primary Work Environment: Office Environment

Other: Occasional visits to local geographically separated sites.

Overall Strength Demands

- ☐ Sedentary - Exerting up to 10 pounds occasionally or negligible weight frequently, mostly sitting
- ☒ Light - Exerting up to 20 pounds occasionally, 10 pounds frequently, walking or standing often
- ☐ Medium - Exerting 20 - 50 pounds occasionally, 10 - 25 pounds frequently, or 10 pounds constantly
- ☐ Heavy - Exerting 50 - 100 pounds occasionally, 25 - 50 pounds frequently, or 10 - 20 pounds constantly

☐ Very Heavy - Exerting 50 pounds constantly

Non-Physical Demands

	Never	Rarely	Occasionally	Frequently	Constantly
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: Click or tap here to enter text.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE AGREEMENT BETWEEN NEW BRAUNFELS

UTILITIES (NBU) AND THE EMPLOYEE. Nothing in this position description restricts NBU's ability to assign, reassign or eliminate duties and responsibilities of this job at any time.

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Employee's Printed Name

Date