



Job Description

Title: Cyber and Physical Security Coordinator	Department: Cyber and Physical Security
Reports to: Vice President, Business Services	Salary Grade: 100
FLSA Status; Exempt	EEO Code: Professionals
Job Level: Individual Contributor	Version Date: 5/2/2024

JOB SUMMARY

Position acts as the Security Officer for Holy Cross Energy (HCE) providing the vision and strategies necessary to ensure the security, confidentiality, integrity, and availability of HCE information technology and physical facilities in accordance with HCE and industry best practices. Advises the VP of Business Services, the President & CEO, and Senior Management team on security related risks and incidents. Coordinates activities with other departments to protect the HCE information technology, facilities, and electric grid. Develops and coordinates security awareness and education programs. Ensures incident response and recovery plans are in place.

<u>Essential Functions</u>	<u>% Time</u>
<p>Coordination and Leadership: Evaluates cyber and physical security capabilities and strategic initiatives to create alignment with business strategy. Maintains a positive and collaborative relationship with the Business Services team and all HCE departments. Coordinates with IT, Facilities and Safety departments and supports overall vision, values, services, and capabilities. Performs administrative functions delegated from the VP of Business Services such as budget creation, requisition and billing approvals, monthly status reports, and other assigned administrative duties. Participates in the development of a multi-year business capability roadmap for enterprise cyber and physical security.</p>	20%
<p>Strategic Planning: Utilizes industry recognized cyber and physical security frameworks including best practices to develop the HCE cyber and physical security strategy. Oversees the risk management program as it relates to cyber and physical security and recommends updates to employee and corporate policies. Establishes and updates the cybersecurity incident response plan, incident recovery plan, and disaster recovery plan. Contributes to the development and implementation of the HCE business continuity plans. Conducts post-event evaluation and incorporates lessons-learned into response and recovery plans. Develops Cyber and Physical Security department workplans and budgets.</p>	20%
<p>Collaboration and Communication: Works directly with other departments to understand the HCE business environment including organizational mission, objectives, and activities in relation to the delivery of critical functions and services. Collaborates with:</p> <ul style="list-style-type: none"> • IT, OT and Facilities departments on security related activities. • HR to implement approved and industry standard cybersecurity practices across the HCE enterprise. • Facilities and Warehouse on supply chain activities ensuring purchases and services procured from third parties comply with HCE policies and security. • Communications department for external communications activities including proactive public relations related to cyber and physical security. 	20%

<u>Essential Functions</u>	<u>% Time</u>
<p>Collaboration and Communication (Cont.): Communicates and coordinates cyber recovery activities with key internal and external stakeholders, management, and the board. Routinely advises the VP of Business Services, the President & CEO and Senior Management team on physical and cyber security risks. Periodically presents Cyber and Physical Security updates the Board of Directors on security activities and on the state of the HCE security posture in general and as it aligns with HCE's strategic goals. Participates in appropriate threat and information sharing forums and groups to stay informed of latest threats and security trends. Advises the VP of Business Services and the President & CEO during a cyber or physical security incident including coordination of communications and other relevant responses.</p> <p>Training: Establishes and oversees security (cyber and physical) awareness and training programs to inform and train HCE employees, third-party stakeholders, senior management, and the Board of Directors on respective roles and responsibilities. Maintains expertise and stays informed by reviewing latest cyber intelligence and physical security briefs from applicable government and industry partners.</p>	10%
<p>Protect, Respond & Recover: Oversees the successful compliance of industry and government legal and regulatory requirements regarding cybersecurity including but not limited to PCI compliance process. Coordinates NERC CIP standard compliance with IT and Engineering. Coordinates periodic response and recovery plan testing with IT. Coordinates tabletop exercises with IT and OT to improve response and recovery preparedness. Coordinates all security activities including periodic cyber and physical security audits. Coordinates identity management, authentication, and access control with IT and Facilities based upon best industry practices.</p>	20%
<p>Asset Management: Coordinates IT, cyber and physical security asset inventory in collaboration with IT and Facilities. Identifies all sources of data, both internal and external. Maps and documents organizational communication data flows. Identifies cyber and physical security roles and responsibilities for the entire workforce and third-party stakeholders.</p>	10%

QUALIFICATIONS

Education and Work Experience

High school diploma or equivalent required; Bachelor's degree in cyber or physical security related field preferred; 4 or more years of cyber and/or physical security experience required; or an equivalent combination of education, training, and experience.

Skills

Must have clear and concise written and verbal communication skills. Must have the ability to maintain own computing environment. Must enjoy collaborating with employees to develop effective solutions. Must have the ability to handle situations with tact and diplomacy. Must be able to communicate effectively orally and in writing.	Solid
Possess organizational and time management, problem solving and decision-making skills. Must have the ability to occasionally work outside normal business hours, including evenings, weekends and holidays.	Solid

Licenses & Certifications

Valid Colorado Driver's License required upon hire.

PHYSICAL DEMANDS & WORKING CONDITIONS

<u>Physical Demands</u>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Standing				X		
Walking				X		
Sitting					X	
Lifting			X			50 Lbs.
Carrying			X			50 Lbs.
Pushing			X			50 Lbs.
Pulling			X			50 Lbs.
Climbing		X				
Balancing		X				
Stooping			X			
Kneeling			X			
Crouching			X			
Crawling			X			
Reaching			X			
Handling			X			
Grasping			X			
Feeling			X			
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination			X			

<u>Working Conditions</u>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise			X		
Hazards		X			
Temperature Change	X				
Atmospheric Conditions	X				
Vibration		X			
Other	X				

<u>Travel Requirement</u>	<i>Percentage</i>
Yes	10%
<u>Telecommuting Eligible</u>	<i>Percentage</i>
Yes	Up to 25%
<u>Subject to Nepotism Policy E-8</u>	Yes

<u>Functional Competency</u>	<u>Level</u>	<u>Competency Description</u>
Analytical Thinking	Senior	Tackles critical large-scale issues using rational thinking and reasoning.
Business Impact	Experienced	Sets goals for the function.
Collaboration	Senior	Reinforces partnerships internally & externally that could lead to growth opportunities for the organization.
Communication Skills	Experienced	Advanced communication skills used to lead a team.
Functional Knowledge	Experienced	Expertise in his/her discipline & understands these concepts in other disciplines.
Influence	Experienced	Profits from garnering support for concepts & solutions for other functions.
Job Impact	Experienced	Function.
Leadership Skills	Experienced	Manages a function.
Managing Change	Experienced	Initiates improvements for the function.
Problem Solving	Senior	Arrives at decision using analytical thought.
Strategic Responsibility	Experienced	Sets or influences strategy for his/her function.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SCOPE

Freedom to Act

Work is accomplished without considerable direction. Exercises judgement in selecting methods, techniques and evaluation criteria in obtaining results. Exerts significant latitude in determining objectives of assignment. Takes calculated risks with consultation from the expert.

Problem Complexity and Problem-Solving Timeframes

Works on complex issues where analysis of situations or data requires in-depth evaluation of variable factors. Constructs and may pursue alternative paths towards a solution. Exercises judgment in selecting method, techniques and evaluation criteria for obtaining results consistent with broadly defined policies and practices. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically 6 to 12 months.

People Management

Position does not manage employees.

Impact

Erroneous decisions or recommendations would normally result in the inability to reach crucial organization objective and may have prolonged effect, as well the expenditure of substantial resources.

Contact With Others

Acts as prime consultant on significant tasks that affect the organization's long-term goals and objectives. Interacts with senior management and senior value-chain partners both internally and externally on matters requiring coordination and decision-making across organizational lines.

Financial Responsibility

Financial and Budget Responsibility Shared

Interpersonal Abilities

Requires the ability to establish and maintain effective professional relationship with both internal and external contacts.

Leadership: Inspires and motivates others to perform well, includes appropriate employees in planning and decision-making, takes responsibility for employee activities, makes self available to employees, develops employee skills and encourages growth, gives appropriate recognition to others, and continually works to improve work environment and leadership skills.

Core Values: Commits to the safety of all co-workers and general public through education, awareness, training and prevention, treats people with respect, keeps commitments, accepts responsibility for own actions, inspires the trust of others, works with integrity, and upholds organizational Core Values.

Confidentiality: Uses discretion and maintains confidentiality in sensitive and personal matters related to the function.

Organizational Support: Follows policies and procedures, supports Holy Cross goals and values, promotes a harassment-free environment, supports affirmative action, and respects diversity.

Requires prompt and predictable attendance in order to ensure uninterrupted service to internal and external contacts. Occasionally, position may require working outside normal business hours, including evenings, weekends, and holidays.

The job description is not intended to be an all-inclusive list of job responsibilities, duties, and requirements; but to describe the standard level of work being performed. Employees may be required to perform other duties as assigned or as required by the need of the business. Holy Cross Energy retains the discretion to add to or change the duties of the position at any time.

Employee Signature & Date