NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: November 25, 2024

JOB VACANCY MEMORANDUM NO.   24-20

TITLE: Cybersecuity Analyst Contractor (Grant Funded)

ELEMENT OF ASSIGNMENT: Kansas City Regional Fusion Center/Special Investigations Division

PAY RANGE: $70/hour

STARTING MONTHLY SALARY: $70/hour up to 25 hours/week

VACANCY STATUS: Vacant

EXPIRATION DATE: December 9, 2024

REQUIREMENTS:

Job Objective: (Purpose of the position)

This position is funded through the grant FY 2023 State and Local Cybersecurity Grant Program from the Missouri Department of Public Safety Office – Office of Homeland Security. This position is payable up to $200,000.00 and is funded through January 31, 2027 unless the grant award is extended. The contractor shall provide the Department with approximately twenty-five (25) hours per week. In the event a vulnerability is detected, the contractor could be asked to increase weekly hours, but will not exceed twenty-nine (29) hours per week. This position will address identified gaps and deficiencies in cybersecurity within the Kansas City Missouri Police Department which were identified in the Nationwide Cybersecurity Review (NCSR). The contractor will also offer assistance to the nine-county area of responsibility that the Kansas City Regional Fusion Center covers as time allows. The independent contractor will help to promote cyber hygiene and enhance security measures to improve response mitigation, recovery, and resiliency of a major cyber-attack through outreach, training, and education.

Essential Job Functions: (Functions essential to attaining job objectives.)

1.   Per the grant stipulations, there are certain objectives that must be obtained by the independent contractor during the duration of the contract to stay within compliance of the grant. Those stipulations

are as follows:

    a. Work with the Cybersecurity and Infrastructure Security Agency (CISA) to make KCPD's cybersecurity plan CISA approved.
    b. Work closely with Network Infrastructure and the Network Security Specialist to develop and revise Network and Cybersecurity policies with the assistance of KCPD's Research and Development.
    c. Conduct, at minimum, one table top exercise on cybersecurity annually with state, local, federal, private and regional partners.
    d. Work with Network Infrastructure to establish a program that aligns with Cybersecurity goals established by CISA and the National Institute of Standards and Training (NIST).
    e. Work with Network Infrastructure to develop NICE framework.

2. The Board shall not be responsible for any travel, supplies, overtime or other expenses. However, the Board may choose to offer specific grant funded orientation training to be provided through the Missouri Information Analysis Center (MIAC). This is not a commitment to provide additional trainings beyond what is required to meet the objectives of the grant.

3. Utilize tactics, techniques and procedures to stay up to date on current trends used by cyber threat actors.

4. Prepare and run vulnerability scans and make notifications when vulnerabilities are located.

5. Coordinate efforts and work with our partners to include federal, state, and local partners as well as public and private partners. This will include but not limited to: the FBI, CISA, Missouri Information Analysis Center (MIAC), St. Louis Fusion Center, Department of Homeland Security (DHS), Mid-America Regional Council (MARC), United States Secret Service, and the Missouri Office of Homeland Security.

6. Attend meetings at the Mid America Regional Council (MARC) that fall within the mission lanes of the position.

7. Assist Missouri Department of Homeland Security with cyber security bulletins and dissemination of cyber products to the established cybersecurity distribution list.

8. Monitor Cyber Information Network (CIN) sitroom which is housed on the Homeland Security Information Network (HSIN) platform.

9. Perform Analysis of raw intelligence derived from various sources to advance cyber efforts.

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the requirements of the grant, the incumbent must:

    a) Possess a Bachelor's Degree in Computer Science or related field and/or equivalent related work experience.
    b) Must be a United States of America citizen.
    c) Have experience with Linux or a similar program.

d)   Be able to obtain and maintain at minimum a Secret Level Clearance from DHS to be completed by DHS at their convenience.

e)   Possess Strong analytical and problem-solving skills.

f)   Have solid project management skills, be able to multitask, and be very detail oriented.

g)   Have the ability to optimize and streamline: stored procedures, indexes, and data layout.

h)   Possess strong data warehouse/data mart/data mining experience preferred.

i)   Have the ability to communicate orally/give presentations.

j)   Pass all background checks for compliance with federal and state laws and regulations, as well as a polygraph examination during the hiring process.

k)   Obtain a Criminal Justice Information Services (CJIS) certification at the beginning of the contract and maintain one for the entire term of the contract.

l)   Obtain a Missouri Uniform Law Enforcement System (MULES) certification at the beginning of the contract and maintain one for the entire term of the contract.

m)   Not be debarred or suspended from receiving Federal funding. This will be checked prior to the contract and during the life of the award.

The incumbent should be proficient in the following areas, but is not required:

a)   Database administration in VM environment with Oracle, MySQL, MS-SQL

b)   Experience with non-relational databases (SAS/Memex Patriarch)

c)   UNIX, Windows Server, Windows Desktop O/S

d)   Networking/Internet: Apache, PHP, DNS, TCP/IP, HTTP, SSL, SMTP, SSH, HTML, CSS, ASP

Job Location and Hours: (Place where work is performed.)

Position operates in a standard office environment where the Kansas City Fusion Center is located. An office with a laptop and landline phone will be provided. The contractor will have the autonomy to choose their hours and days worked as long as they align with the Fusion Centers normal business hours.

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Jeff Weiler, Commander, Intelligence Unit** by no later than ***DECEMBER 9, 2024.***

Outside applicants interested in being considered for the position must submit a cover letter and resume to Mindy.Davis@kcpd.org, to be received no later than ***DECEMBER 9, 2024.***

Captain Justin Pinkerton
Captain Justin Pinkerton

Commander, Employment Unit