Unit Information Security Lead (UISL) “Job Description”

A Unit Information Security Lead is the person(s) designated by a Unit Head as responsible for ensuring execution of information security activities within the Unit. Full definition.

The UISL doesn’t need to be a technical person (though they can be). The role is responsible for ensuring implementation of information security in the unit, not necessarily for performing it. For IT Client Services-supported Units, the UISL is expected to partner with ITCS for areas requiring technical support. This means that some UISLs will primarily have a coordination role, while more technical UISLs will likely be directly involved in implementation. Where a UISL falls on this spectrum will impact their direct workload associated with the role.

Below is a summary of key tasks and time commitment associated with this role. A more complete description and list of responsibilities is available here: UISL “Job Description”.

Initial tasks for UISLs at UC Berkeley - approx. 8-16 hours

- Review Unit information security metrics in the Unit Information Security Metrics Dashboard
- Review Unit assets, registrations, and Security Contacts in NetReg
- Complete a high-level IS-3 Unit self assessment and review results with the Unit Head

Ongoing Tasks - approx. 5-10% FTE

- Annual review of initial tasks, above
- Ensure Unit compliance with MSSND and MSSEI
- Ongoing liaison role with Unit Head and ISO
- Report potential security incidents and ensure security notices from ISO are addressed
- Maintain active membership in UCB-Security mailing list and ISWorkgroup

Time Estimate Notes

- Time estimates do not include security-related work already being done by the unit.
- Initial Tasks may take longer for large, complex units; IT Service Providers; and units with significant P4 or A4 assets or external compliance obligations.
- Ongoing Tasks: Workload will likely be in spurts, not constant throughout the year.

UISL Resources:

1. uisl-help@berkeley.edu - email to ISO IS-3 Team for questions or help with UISL tasks
2. UISL Calgroup: uisl@calgroups.berkeley.edu - for information sharing and communicating with other UISLs on campus
3. “UISL Resources” Google Drive - includes User Guides for UISM Dashboard, NetReg, and ISORA Self Assessment
4. IS-3 Resources Webpage
5. NetReg Documentation Webpages
6. Roles and Responsibilities Policy (draft)

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