



COUNTY OF HUMBOLDT

For the meeting of: 9/10/2019

File #: 19-1231

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Allocation of 1.0 Full-Time Equivalent Information Technology (IT) Security Analyst I/II/III (M/C) and Deallocation of a 1.0 Full-Time Equivalent IT Technician I/II

RECOMMENDATION(S):

That the Board of Supervisors:

1. Deallocate 1.0 full-time equivalent (FTE) IT Technician I/II (class 0189, salary range 408/428) in budget unit (BU) 3550-118, effective the pay period following Board approval; and
2. Allocate 1.0 FTE Security Analyst I/II/III (M/C) (class 0289, salary range 452/467/501) in BU 3550-118, effective the pay period following Board approval.

SOURCE OF FUNDING:

County Administrative Office - Information Technology BU 3550-118

DISCUSSION:

Humboldt County Information Security program is in the process of further developing IT security controls to protect the county's IT infrastructure from cyber-attacks. Due to the enhanced operations IT is undertaking, and the additional workload involved, these systems will require more technical security resources than IT currently has available. The IT Security Analyst I position will assist with the advanced security control development and will perform the duties of an IT Technician as required.

On Aug. 5, 2019 an IT Technician II position was vacated. This position handles the installation, maintenance, and support of the county's technology and IT infrastructure. In the past year the IT division has increased and advanced the county's cyber security procedures, processes, and programs. Due to the complex nature of the work involved, the IT Technicians have had to assist IT Security staff with the technical implementation aspects. This experience has shown that IT Security requires additional technical assistance/resources. The additional IT Security Analyst I position would fill this requirement while allowing the flexibility to assist in regular IT Technician duties. The skills, experience, and knowledge required for this function are in excess of the IT Technician job description and salary range.

For these reasons, the County Administrative Office requests authorization to deallocate 1.0 FTE IT Technician I/II from the IT Division and allocate 1.0 FTE IT Security Analyst I/II/III.

FINANCIAL IMPACT:

The maximum estimated salary and benefit cost for an IT Technician I (step 1A) is \$81,311.34. The maximum estimated salary and benefit cost to allocate 1.0 FTE IT Security Analyst I (step 1A) is \$97,438.54. The position being vacated was budgeted in fiscal year 2019-20 as an IT Technician II (step C) with salary and benefit costs of \$91,971.41. The recommended position changes will increase costs by \$5,467.13. The current IT budget has sufficient salary savings to cover the requested staffing change due to the IT Technician II position being vacant, and the time it will take to recruit for an IT Security Analyst I. There is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure, investing in county employees, and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

County Human Resources Department

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to allocate/deallocate the positions. This is not recommended as it would impact the ability of the IT Security team to safeguard the county from cyber-attacks.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A