



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title: BUDGET MODIFICATION # DCA-11-17: Reclassify IT Supervisor to IT Security Manager**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Agenda

**Department:** 78 - County Assets **Division:** IT

**Contact(s):** Lisa Whedon, Gary Wohlers

**Phone:** 503-988-7580 **Ext.** 87580 **I/O Address** 503/4

**Presenter Name(s) & Title(s):** Consent Agenda

## General Information

### 1. What action are you requesting from the Board?

The Department of County Assets is requesting Board approval of budget modification DCA-11-17 reclassifying a vacant IT Supervisor position 714940 (JCN 9451) Program Offer 78306-17 IT Network Services in the Information Technology Division to a IT Security Manager (JCN9456) .

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

This budget modification reflects Class Compensation request #3575. This is a vacant position in the Information Technology division of the Department of County Assets is requested for reclassification from an IT Supervisor to an IT Security Manager as a result of increased needs for and complexities associated with maintaining the Information Security Management System (ISMS) for the County.

This position will report to the IT Infrastructure Manager Senior and will be tasked with helping plan, direct, and review the Enterprise/Countywide Information Security System. :

The IT Security Manager (9456) classification is responsible for developing and administering system and information security programs/policies, ownership, and audit accountability;

information and data classification guidelines; IT standards and procedures; developing, establishing, and maintaining standards, procedures, information systems policies and guidelines to promote the security and effective operation of computer-based application systems; identifying and addressing exposures to accidental or intentional destruction, disclosure, modification, access to or interruption of information that may cause serious financial and/or information loss or severe compromise of IT systems; and responsibility for the protection of the assets and information, which are processed by or stored in, computerized information systems. Qualifications include the equivalent to a bachelor's degree in information systems, computer science, or a related field; and five (5) to seven (7) years of management information systems experience working in an enterprise environment with an emphasis in IT Security.

An analysis of the IT Supervisor and IT Security Manager classifications was performed before making an allocation decision; The duties, responsibilities and qualifications support this position is allocated to IT Security Manager (9456).

**3. Explain the fiscal impact (current year and ongoing).**

Personnel expenses for this position are expected to increase \$14,683 in FY17. This will be offset by reductions to personnel expense in position 712633

The current top step of the new classification is a 29.20% increase than the top step of the original position.

In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA).

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

N/A

**7. What budgets are increased/decreased?**

N/A

**8. What do the changes accomplish?**

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the duties of the position.

**9. Do any personnel actions result from this budget modification?**

Yes, reclassification of IT Supervisor position 714940 (JCN 9451) Program Offer 78306-17 IT

Network Services to a IT Security Manager (JCN 9456).

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

**11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

N/A

**12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?**

N/A

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_