

**Scott County, Iowa
Information Technology Department**

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April 19, 2011

To: Mary Thee
Assistant County Administrator / Human Resources Director

From: Matt Hirst, Director
Information Technology

Subject: Network Systems Administrator Position

Scott County Information Technology requests the table of organization for the Information Technology Department be increased 1.0 FTE to reflect the addition of a Network Systems Administrator that will focus on network security issues.

Last year, Berry, Dunn, McNeil and Parker (BDMP) assisted Scott County in the completion of a Technology Assessment and Strategic Plan. The strategic plan states that, “[industry] best practices indicate organizations similar in size to Scott County typically have one security-focused IT staff member.” In addition the plan noted, “benchmarking research conducted with three counties [Peoria, IL; Sangamon, IL; and Johnson, IA] similar in size to Scott County revealed that two have dedicated security staff members within their IT Department.” The strategic plan recommends that a full FTE be dedicated for this purpose at Scott County due to the nature of the projects and initiatives the County is currently and will soon be undertaking.

The Network Systems Administrator (NSA) position in IT (currently there are four) are skilled technicians. NSA’s handle most computer desktop and server configuration, deployment, and maintenance assignments and work independently to resolve complex technology issues on a daily basis. The systems and issues typically assigned to an NSA include:

- Provide tier two user support on desktop computer, server, telephone and network systems;
- Evaluate, install, test, configure, and maintain new technologies in hardware/software;
- Troubleshoot and/or work with vendors to resolve technology issues and/or improve service;
- Install, configure, and maintain complex computer hardware and software;
- Administer the data network and systems.

This NSA will assist as time permits in the performance of the above typical job responsibilities for the position while primarily performing security functions to include:

- Analysis of existing systems including Internet, firewall, and filtering solutions to review capacity, performance, security, and auditing criteria.
- Monitor, audit, and maintain user security profiles in various network systems.
- Monitor, audit, and maintain various systems logs.

- Perform network penetration testing.
- Identify, address, and monitor potential problems/threats to technology system(s) integrity and county assets.

This request uses monies from the unfilled Programmer/Analyst position vacant due to a recent retirement to delay incremental costs of adding a FTE in IT. Filling the open Programmer/Analyst position will be delayed until the Enterprise Resource Planning project requires the position. At that time, a request will be brought to the Board for approval to fill that vacant position. As a result, this request does not increase the current IT operational budget.

I recommend that the Board approve this change to the IT table of organization, the recruitment of the NSA with a security focus position, and the postponement of filling the vacant Programmer/Analyst until needed.

Thank you,

Matt

Matt Hirst, Director
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THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

April 28, 2011

APPROVAL OF STAFFING ADJUSTMENTS IN THE INFORMATION TECHNOLOGY
DEPARTMENT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the table of organization for the Information Technology Department be increased 1.0 FTE to reflect the addition of a Network Systems Administrator that will focus on network security issues.

Section 2. This resolution shall take effect immediately.