

HUMAN RESOURCES DEPARTMENT
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Date: May 5, 2020

To: Mahesh Sharma, County Administrator

From: Mary J. Thee, Asst. County Administrator/ Human Resources Director

Subject: FY21 Organizational Changes - - Information Security Analyst

Review of Organizational Change requests

The following organizational change requests were submitted as part of the budget process for Fiscal Year 2021. These requests were reviewed by Public Sector Personnel Consultant's (PSPC) as an extension of their market analysis of the overall Compensation and Classification Study.

- Information Security Analyst (IT) (+1.0 FTE)

Discussion

For the requests for new positions the department was required to submit a Position Analysis Questionnaires (PAQs) for the positions in order to provide guidance on what tasks and educational/experience requirements were anticipated to perform the positions. The PAQs were submitted to PSPC, who reviewed relevant internal and external comparable jobs and any market factors related to the position. PSPC then made a recommendation to Human Resources on where to place or slot the position in the Pay Plan. PSPC has created job descriptions for the new position.

PSPC Recommendations

PSPC has reviewed the following positions and presented their recommendations to Human Resources. Human Resources concurs with the recommendations:

Information Security Analyst (IT) (+1.0 FTE)

During strategic planning there was ample conversation about the growing need to focus on cyber security. IT has requested a position that would be solely focused on the responsibility to secure enterprise data and network systems.

The position would report directly to the IT Director and responsible for providing direction and procedures to all staff. The PAQ for the position was reviewed by PSPC and they recommend it be slotted in the Pay Plan at range 31.

Additional discussions related to the new position have been discussed since the COVID-19 pandemic began. All industry standards have indicated that businesses are more vulnerable now than before. The vulnerability stems from the increased number of staff teleworking and increased number of cyber attack attempts.

The creation of this position likely creates an internal promotional opportunity for a Network System Administrator (range 29) to the Information Security Analyst (range 31). The promotion creates a cost of \$6,966 for FY21. However that would then likely creates an internal promotional opportunity for a Desktop Support Technician to the entry level Network System Administrator for a cost of \$11,861 for FY21. We have discussed waiting to fill the Desktop Support Technician until after January 1, depending on status of the county-wide budget at that time.

Cc: Matt Hirst, IT Director
David Farmer, Budget & Administrative Services Director

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

May 14, 2020

APPROVAL OF CLASSIFICATION AND STAFFING ADJUSTMENTS RELATED TO
THE INFORMATION SECURITY ANALYST IN THE INFORMATION TECHNOLOGY
DEPARTMENT AS DISCUSSED DURING THE FISCAL YEAR 2021 BUDGET REVIEW
PROCESS

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 by 1.0 FTE to allow for the position
Information Security Analyst (total 1.0 FTE). The position shall be placed at a
salary range 31.

Section 2. This resolution shall take effect July 1, 2020.