MEMO

TO: Cass County Commission
FROM: Bob Henderson, IT Director
DATE: 7/20/2023
SUBJECT: IT Department Position Changes

Commissioners,

At the April 17th, 2023 Personnel Overview Committee meeting, it was approved to forward to Gallagher a new proposed position for a **IT Security Analyst**. This has been completed and returned back to Cass County, as can be reviewed in the attached document.

Due to changes in the IT department, as well as the IT landscape throughout the world, Cyber Security is a growing need within the county. To respond to this, an expansion of our Cyber Security resources would be critical to allow us to better protect, respond, and proactively implement new tooling for the County.

During my tenure as IT Director, large-scale changes have been implemented throughout our existing IT team to streamline and automate tasks that historically have taken a large amount of staff time to complete. With these duties being absorbed and automated, our staffing needs to complete them has shifted. As such, the recommendation presented is to **dissolve** an existing IT Specialist III (C41) role, and replace it with this proposed IT Security Analyst (C42). This aligns with a retirement in the IT office, meaning no staffing would be eliminated, we simply would not replace. Due to the existing roles tenure, for the **2023** fiscal, we will be under budget in this role even with the step increase.

Recommended Motion:

Approve the IT Director to dissolve an existing IT Specialist III role after existing staff retirement, replacing it with a new IT Security Analyst role to be hired in the 2023 budget year.

Bob Henderson
Information Technology Department

July 19, 2023

Ms. Tracy Peters
HR Director / Assistant County Administrator
Cass County
211 Ninth Street South
Box 2806
Fargo, ND 58108

Dear Ms. Peters:

We received the PAQs for one position to determine the appropriate job evaluation. We have reviewed the PAQs as well as the County's overall DBM hierarchy to ensure equity was maintained among all jobs. Our recommendations for the evaluation of the classification can be found on the following page.

We look forward to assisting the County with any job evaluation or compensation needs it may have in the future. If you have any questions, or wish to see additional documentation, please do not hesitate to contact me at (651) 234-0844.

Sincerely,

August Zhu
Senior Consultant I
Arthur J. Gallagher & Co.
Human Resources & Compensation Consulting

Position: IT Security Analyst

<u>**COMMENTS:**</u>
The position is currently not rated.

The IT Security Analyst is responsible for assisting in the analysis, detection, and remediation of cybersecurity vulnerabilities of the County.

We have examined the essential duties and have classified the position using the Decision Band Method (DBM). The job evaluation shows the following:

> Highest Banded Task: C4
> Number of Highest Banded Tasks: 2/6
> Percent of Time on High Banded Tasks: 30%-55%
> Degree of Difficulty/Diversity: Moderate

The classification performs tasks that require "process" decision making, such as: analyzing results from various monitoring/detecting tools to correlate the results with known vulnerabilities; creating potential remediation plans for identified security vulnerabilities.

Overall, this position has responsibilities that allow for the incumbent to determine the processes or methodologies used to achieve assigned responsibilities.

The classification receives a subgrade of two (2), because of the moderate complexity and requirement of the C4 tasks in relation to other jobs in the same band. The appropriate grade for this position should be C42.