



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: Human Resources
Department No.: 064
Agenda Date: December 17, 2024
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Kristine Schmidt, Human Resources Director
Contact Info: Yvonne Torres, Assistant Human Resources Director
805-568-3075
SUBJECT: Establish Job Classification of Chief Information Security Officer

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Adopt an amendment to the resolution in Attachment A to establish the job classification of Chief Information Security Officer (Class #008036, Range #8036, \$73.529 to \$93.844 per hour) and reclassify one (1) 1.0 FTE legal position in the County Executive Office to this new job classification; and
- b) Determine that the above actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(4) since the recommended actions are government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Summary Text:

The recommended actions would establish the at-will classification of Chief Information Security Officer (CISO). This single position classification would be used by the County Executive Office to direct the Countywide information security programs designed to provide the protection and confidentiality of data. In addition, this classification will serve as the County's official Health Insurance Portability and Accountability Act (HIPAA) Security Officer and shall coordinate and oversee generally all HIPAA security requirements for the County.

Background:

This assignment is currently being performed by a contractor and the County is looking to establish this as a Regular position. Responsibilities of this position would include, but not be limited to:

- Overseeing the development and implementation of Countywide information security policies and procedures to protect the County from internal and external IT threats and vulnerabilities.

- Directing the preparation of strategies for optimizing the County's information security plan, and formulates and recommends Countywide policies for detecting, deterring, and mitigating information security threats.
- Directing the handling of information security breaches and related incidents, including overseeing the activation of incident response teams, and acts as the central point of contact for IT-related incidents or violations.
- Conducting security risk assessments and business impact analyses across all County departments.
- Serving as a subject matter expert and internal consultant on the data security implications of proposed new major information technology projects and programs, and making recommendations to the Board of Supervisors and affected departments regarding computer operations, logical access controls, system development, and data communications security.
- Directing the development and promotion of security and privacy awareness training and education for all levels of the County.
- Developing effective disaster recovery and business continuity policies, standards, and implementation plans to ensure appropriate IT security measures are addressed and business-critical services are recovered in the event of a declared disaster.

If approved, the County Executive Office will commence the recruitment process to fill this position with a Regular, full-time employee.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Narrative: The County Executive Office and has a budgeted Information Technology & Business Systems Manager III position (19407) which will be reclassified to Chief Information Security Officer (CISO) with this action. The current budgeted salary and benefits for the position is \$272,409 annually. It is anticipated that the newly reclassified CISO position will be hired at a salary of \$195,195.52 annually (\$293,995 with benefits) – a yearly difference of \$21,586.

The expected start date for the CISO is February 3, 2025, and will encompass ten (10) pay periods for the remainder of Fiscal Year 2024-25, at an additional cost of \$8,302. It is anticipated that salary savings will be sufficient to cover the FY 2024-25 cost increase. Beginning in Fiscal Year 2025-26, the position will be budgeted in Fund 1912 at the reclassified CISO salary rate and its cost will be recovered through the general liability insurance internal service fund charge to departments.

Staffing Impacts: N/A

Legal Positions: No Change

FTEs: No Change

Special Instructions:

Please email one (1) copy of the Minute Order and fully executed amended Salary Resolution to Stefan Brewer, Senior Human Resources Analyst at sbrewer@countyofsb.org and HRBLCoordinator@countyofsb.org

Attachments:

Attachment A – Salary Resolution Amendment Chief Information Security Officer

Attachment B – Proposed Class Specification for Chief Information Security Officer

Authored by:

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cc:

Mona Miyasato, County Executive Officer

Wade Horton, Assistant County Executive Officer