



**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:** January 27, 2026  
**Placement:** Administrative Agenda  
**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  
Chris Chirgwin, Chief Information Officer  
Contact: Erin Jeffery, Fiscal & Workforce Planning Division Chief  
**SUBJECT:** Establish New Job Classification of Assistant Director of Information  
Technology/Chief Information Security Officer

DocuSigned by:  
*Kristine Schmidt*  
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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt an amendment to the resolution in Attachment A which establishes the job classification of Assistant Director of Information Technology/Chief Information Security Officer (Class #8037, Range #8037, \$83.615 - \$106.714 per hour), transfers one (1) 1.0 FTE legal position from the County Executive Office to the Information Technology Department, and reclassifies it to the new the 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 governmental funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

**Summary Text:**

Approval of recommended action establishes the at-will classification of Assistant Director of Information Technology/Chief Information Security Officer (CISO), transfers the existing vacant Chief Information Security Officer (CISO) position from the County Executive Office, Risk Management Division, to the Information Technology (IT) Department, and reclassifies it to this new job classification.

**Discussion:**

The Assistant Director of Information Technology/Chief Information Security Officer is a single-incumbent executive-level position. Under general direction of the Director of Information Technology, the Assistant Director of IT/CISO has countywide responsibility for formulating and promulgating policy for, and developing, managing, and integrating countywide information security and privacy related programs designed to protect all County information systems and data, oversees a significant subsection of the IT Department and its staff, and may act as the Director of IT in their absence.

**Background:**

This executive-level classification is being established to oversee the development and implementation of Countywide information security policies, procedures, and systems, and can provide direction and oversight to the IT Department in the absence of the Director. The County previously established the classification of Chief Information Security Officer as a senior management-level position in the County Executive Office (CEO) however, past recruitment efforts were unsuccessful. Establishing this new classification that combines duties of an Assistant Director of IT along with duties of the CISO emphasizes the protection and confidentiality of data and provides additional operational support and executive leadership to the IT Department and countywide information technology efforts.

**Fiscal and Facilities Impacts:**

**Budgeted:** Partially; the net costs are estimated to be \$42,000. The non-executive CISO position in the CEO Risk Management was budgeted at \$291,000 (salary and benefits) for FY 25-26 and funded by insurance rates charged to departments. Establishing this Assistant Director of Information Technology/CISO classification at the top of the salary range (Step F) is approximately \$333,000 (salary and benefits), which is an increase of approximately \$42,000.

The Risk Fund is currently incurring the cost of contracted CISO services and will continue to do so until that contract is concluded following the appointment of the ITD CISO. The Risk Fund will then reimburse the IT Shared Services Fund for the actual incremental cost incurred this fiscal year associated with transferring the CISO position to ITD. Because the timing and amount of these additional costs in ITD remain uncertain pending appointment of the CISO and related transition activities, a budget revision is anticipated later this fiscal year once costs can be more precisely estimated. The ongoing cost of the CISO position will be recovered in future years through internal service rates of the IT Shared Services Fund.

**Staffing Impacts:**

Reduce the position allocation in the County Executive Office by one (1.0) FTE and increase the position allocation in the Information Technology Department by one (1.0) FTE.

**Position Request Summary**

Legal Position Title	Number of FTE	Estimated Cost
Assistant Director of Information Technology/Chief Information Security Officer	1.0	\$333,000
Chief Information Security Officer	-1.0	-\$291,000
<b>Total</b>	<b>0.0</b>	<b>\$42,000</b>

**Special Instructions:**

Please email one (1) copy of the Minute Order and fully executed amended Salary Resolution to [HRPositionControl@countyofsb.org](mailto:HRPositionControl@countyofsb.org) and [HRBLCoordinator@countyofsb.org](mailto:HRBLCoordinator@countyofsb.org)

**Attachments:**

**Attachment A** – Salary Resolution Amendment Assistant Director of Information Technology/Chief Information Security Officer

**Attachment B** – Proposed Class Specification for Assistant Director of Information Technology/Chief Information Security Officer

**Contact Information:**

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