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Title: CONSIDERATION OF RESOLUTION NO. 23-048, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING THE NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION OF INFORMATION TECHNOLOGY SECURITY ADMINISTRATOR (CITY COUNCIL)

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Attachments: 1. Reso No 23-048 INFORMATION TECHNOLOGY SECURITY ADMINISTRATOR, 2. IT Security Administrator Job Specifications

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, April 18, 2023

Consent

SUBJECT:

CONSIDERATION OF RESOLUTION NO. 23-048, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77-111, BY ADOPTING THE NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION OF INFORMATION TECHNOLOGY SECURITY ADMINISTRATOR (CITY COUNCIL)

I. SUMMARY

Information Technology security prevents malicious threats and potential security breaches that can have a huge impact on an organization. The creation of the Information Technology Security Administrator position will ensure that only authorized users can access and make changes to sensitive information that resides on the city’s network and to its confidentiality.

II. RECOMMENDATION

1. APPROVE Resolution No. 23-048 “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, AMENDING THE CLASSIFICATION PLAN, RESOLUTION 77 -111, BY ADOPTING THE NEW JOB CLASSIFICATION SPECIFICATION AND SALARY ALLOCATION OF INFORMATION TECHNOLOGY SECURITY ADMINISTRATOR.”

III. ALTERNATIVES

Take any action deem appropriate.

IV. BACKGROUND

The Information Technology Security Administrator classification is tasked with ensuring the security of City computer systems, networks, and email communications. With the rising threat of computer viruses and ransom ware, the administrator is a critical leader and expert in safeguarding one of the city’s most valuable operations tools, technology. The City has a multitude of sensitive, private, and complex data it stores and accesses to manage the day to day operations of local government in Carson. It is imperative that the administrator act as the architect and gatekeeper of security for all platforms to ensure the city can continue serving residents without interruption.

The City met & conferred with the appropriate bargaining unit, and therefore the Information Technology Security Administrator, Salary Range 909, (\$9,259 - \$11,818), will be assigned to the Carson Professionals and Supervisors Association - SEIU 721.

V. FISCAL IMPACT

There is no fiscal impact from the proposed addition to the City’s classification plan, as all Phase II personnel actions and salary allocations were previously approved in the adopted Fiscal Year 2022-2023 by City Council on February 21, 2023.

VI. EXHIBITS

Exhibit 1 - Reso No. 23-048 Information Technology Security Administrator

Exhibit 2 - Job Specification Information Technology Security Administrator

Prepared by: Tracey Curry, Human Resources Manager