



## **Request for City Council Committee Action from the Department of Human Resources**

**Date:** May 4, 2009

**To:** Mayor R. T. Rybak and the Executive Committee

**Referral to:** Ways and Means Committee

**Subject:** Approval of a new appointed position: Deputy Director Business Information Services (BIS) Information Security, 590 points, grade 13, and a market exception from the Appointed Pay Plan for the position.

### **Recommendations:**

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish Positions, as follows:
  - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
  - (2) The person occupying the position will be part of the designated department head's management team.
  - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
  - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
  - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Deputy Director Business Information Services (BIS) Information Security (Appointed), allocated to grade 13 with 590 points.
3. Approve the request for a exception from the Appointed Pay Plan for Deputy Director Business Information Services Information Security Services, effective May 22, 2009, as shown below. The recommended salary schedule is identical to the Deputy Director, Managed Services BIS.

<b>Deputy Director BIS Information Security</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
Appointed Pay Plan-Predicted Salary	\$87,105	\$91,689	\$94,440	\$96,274
2009 Pay Plan Exception Request	\$12,364	\$13,015	\$13,405	\$13,666
<b>Total Pay with Exception</b>	\$99,469	\$104,704	\$107,845	\$109,940

**Previous Directives:** None.

**Prepared or Submitted by:** Timothy Giles, Director of Employee Services; 673-3341

**Approved by:**   
Pam French  
Director of Human Resources

  
Steven Bosacker  
City Coordinator

Permanent Review Committee (PRC) - Not Applicable  
Policy Review Group (PRG) - Not Applicable

**Presenters in Committee: Pam Nelms, HR Senior Consultant, Employee Services 673-3344**

**Financial Impact** (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the \_\_\_ Capital Budget or \_\_\_ Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: \_\_\_ Action is within the plan. \_\_\_ Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's finance contact when provided to the Committee Coordinator.

Dear Mayor Rybak:

**Background/Supporting Information**

The Business Information Systems Department is proposing that an Appointed Information Security Officer position be established. Currently there is no position responsible for

directing the information security program of the city of Minneapolis; Reporting directly to the Chief Information Officer, the position will assess risk, recommend risk mitigation strategies, oversee implementation and ensure compliance to ensure data security for the entire enterprise. The incumbent will work with the contracted service provider to ensure data security, including protection from network breach.

The proposed duties are listed below:

- Architect, implement and monitor an enterprise wide information security program, ensuring the security integrity, privacy and availability of information and systems.
- Advocate and protect enterprise security by serving as a key information security advisor for executive staff and the organization.
- Develop, deploy and champion enterprise wide training programs in information security awareness.
- Assess the City's information risks; develop, public, and maintain appropriate policies, processes, and standards to protect the City.
- Work closely with the outsourcing service provider's information security personnel to ensure risks are addressed and mitigated in a timely, cost effective, and appropriate manner.
- Ensure the security of the remote and mobile computing environment.
- Guide management on information security matters, such as department-specific policy, state and federal laws, industry related regulations, the City's privacy policies and industry best practices, and determine the effect on initiatives, projects, and business operations.
- Act as the City's official information security representative to internal customers, external partners, and audit and regulatory.
- Coordinate highly confidential information security breach and computer-fraud related investigations facilitating legal, human resources, management, and law enforcement involvement as needed.
- Evaluate and provide direction in matters of information security privacy and privacy protection best practices.
- Proactively test and protect the integrity, confidentiality, and availability of information within the enterprise within the context of the security policies.
- Evaluate suspected security breaches and recommend corrective actions.
- Manage security related service level agreements with outsourcing service provider and other outside suppliers of information protection services or data hosting. Recommend modifications and negotiate changes as directed.
- Develop and maintain effective business continuity and disaster recovery plans, processes and procedures necessary to recover business services in the event of a declared disaster. Provide consultative services to business units in the development of these plans. Maintain and communicate an enterprise wide scorecard of disaster recovery readiness and serve as the City's focal point for information security incident response planning, execution and awareness.

- Develop information security training for new hires and existing staff, ensuring security awareness and adherence to best practices.

The position was recently evaluated to ensure proper classification. Following is a summary of the evaluation study, which is attached.

Factor	Points	Proposed
Pre-requisite Knowledge	70	Requires a bachelor's degree in computer science and five years of experience in an information technology security.
Decisions and Actions	70	The position will have a high level of authority and responsibility for information security matters. The position will frequently make independent decisions that may have significant positive or negative impact on city costs or operations.
Supervisory Responsibility	0	The proposed position will have no supervisory responsibility.
Relationships Responsibility	60	Daily or weekly contact with the Chief Information Officer, other BIS directors; monthly contact with other City department heads and other officials, and less frequently with third party service providers who are delivering services to the city.
Working Conditions	20	Normal office setting.
Effort	70	Considerable mental effort required when information security risks compete with the needs of multiple users of technology, (i.e. shut down of network or server access) with significant deadline pressures for projects and performance.

The Human Resources department finds that the position meets the criteria of Section 20.1010, Council to Establish Positions. Facts supporting the five criteria of Minneapolis Code of Ordinances, Section 20.1010 are listed at the end of the attached classification report.

**Pay Plan Exceptions:** The adopted Minneapolis Appointed Pay Plan provides a provision that allows the Council the discretion to deviate from the formula-determined pay range in cases where the market is at least 10% above the standard pay range. That provision states that "exceptions [from the plan] will be allowed for extreme cases as when market for a position is so high that sufficiently qualified candidates can not be attracted or retained by the Minneapolis rate."

In July, 2008, The Employers Association, Inc., evaluated the City's Deputy Director BIS Managed Services position, and found that the market rate at the Deputy Director level for an organization of our size was approximately 13% above the predicted pay provided by the Appointed Pay Plan. A review of the Information Technology market shows that the percentage of the difference between the overall market and the Appointed Pay Plan has not

decreased. The salary recommendation for the new Deputy Director BIS position is identical to the existing Deputy Director BIS position.

**Internal Equity in Business Information Services, and Other Factors**

As with the Deputy Director BIS Managed Services position, the current market situation fits the contemplated salary administration exception. In this case we recommend that the top rate be set at \$109,940, approximately a 13% exception from the top rate of the Appointed Pay Plan. Our recommendation is based upon market information, and the current pay for the existing Deputy Director BIS Managed Services, Chief Information Officer and the Manager BIS Positions. The recommended salary schedule maintains a reasonable salary differentiation in the Business Information Services management structure and maintains departmental internal equity.

The recommended salary schedule is shown under recommendation number three at the beginning of the report.

**Attached: Classification Report**

Cc: Lynn Willenbring, BIS  
Bill Champa, HR  
Lisa Brown, Central Payroll  
Mike Hebner, Classifications  
Barbara Payton, HRIS  
Pam Nelms, Compensation  
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