




**MEMORANDUM**

**TO:** Linda Gorton, Mayor  
Sally Hamilton, Chief Administrative Officer  
Council Members

**FROM:**   
Tamara Walters, Director  
Division of Human Resources

**DATE:** June 23, 2022

**SUBJECT:** Create positions – Department of Information Technology

**Request:**

The attached action is requesting authorization to create two (2) unclassified positions of Information Security Engineer Sr. (Grade 532E) for a term of three (3) years, in the Department of Information Technology, expiring July 31, 2025.

**Why are you requesting:**

Upon the request of the division, the Division of Human Resources conducted a classification study on the requested positions. These positions will provide information security (cybersecurity) staffing for the protection of all IT assets, systems and data. It will also replace the need for the contracted cybersecurity professional services budgeted amount of \$520,000.00 in the upcoming fiscal year. The study was conducted according to standard procedures using Job Analysis Questionnaires (JAQs) and a position audit. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for the requested positions are described in this action.

**What is the cost in this budget year and future budget year?**

Based on the budgeted amount of \$520,000 for professional services and the overall cost of \$361,319.35 for these two positions, there is an anticipated overall cost savings for FY2023.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Information Security Engineer Sr. (x2)	\$0	\$130,000.00/each	\$260,000.00/both
<b>Total Annual Impact/ Salary and Benefits (\$361,319.35)</b>			

**File Number:**

**0672-22**

**Director/Commissioner: Tamara Walters/Sally Hamilton**

If you have questions or need additional information, please contact Alisha Lyle at (859) 258-3957.

