



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

TO: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

FROM: Terrence D. McCracken, Secretary to the Authority

DATE: February 8, 2022

SUBJECT: Creation of One Position of Information Security Analyst

The Authority's Director of Cybersecurity and Information Technology is requesting the Board approve the creation of Information Security Analyst. Please see attached memo for further details.

Per Policy No. 92 Employment Opportunity, if this creation is approved by the Board, the Secretary's Office will post the vacancy on the Authority's website and subsequently conduct interviews. Once a candidate is selected, the division head will provide the Board with an appointment notice for review. This will be a provisional appointment, as a civil service list does not currently exist for the position of Information Security Analyst.

The Authority's 2022 O&M budget includes funds for these vacancies under Unit 8525 Information Technology, Item No. 01 Salaries. The title of Information Security Analyst is Salary Grade 21 at a starting salary of \$61,672.00 of the Authority's Career and Salary Plan CSEA Wage Schedule. This position is classified as competitive and is subject to a civil service examination. On February 3, 2022, the Erie County Department of Personnel approved creating one new position of Information Security Analyst.

A resolution creating the position Information Security Analyst is on today's agenda for the Board's approval. Thank you.

TDM:tg
Attachment



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

To: Terrence D. McCracken, Secretary to the Authority

From: Dave Aubertine, Director of IT *DWA*

Subject: Request for New Position – Information Security Analyst

The ECWA Information Technology Department is requesting a new position for an Information Security Analyst.

As cybersecurity threats continue to evolve, it is imperative that critical infrastructure organizations proactively manage vulnerabilities and respond swiftly and effectively to cyberattacks. This role, when filled, will enhance the Authority's to manage critical security issues including preparing to address upcoming regulatory requirements such as the recently CISA 100-Day Cyber Plan, which is expected to include requirements for a 24x7 cyber-security team.

This position will report to the Director of Cyber Security and Information Technology as well as take direction from the Security Officer. The candidate will plan and execute security measures to protect the computer systems and network against infiltration, viruses, malware and cyberattacks.

DWA:xxx
Attachment
cc:

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract:	Project No.:
Project Description: <u>Creation of One (1) Position of Information Security Analyst</u>	

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Creation of Position</u>			

Action Requested:

<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Creation of Position</u>	

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Dir. of Cybersecurity/IT	<u>David Aubertine</u>	Date: <u>2/9/2022</u>
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Karen A. Bendegast</u>	Date: <u>02/08/2022</u>
<input type="checkbox"/> Legal	_____	Date: _____

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>2/8/22</u>
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Remarks: _____

Resolution Date: _____	Item No: _____
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