

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

849



**FROM:** Information Security Office

**SUBMITTAL DATE:**  
December 19, 2013

**SUBJECT:** County Payroll System Continuity Plan Evaluation Update

**RECOMMENDED MOTION:** That the Board of Supervisors receive and file the following update.

**BACKGROUND:**

**Summary**

On September 24, 2013, the Chairman of the Board requested that the Executive Office bring together the Auditor Controller's Office (ACO), Office of Emergency Services (OES), and the Riverside County Information Technology (RCIT) to evaluate existing payroll system continuity plans. On September 25<sup>th</sup>, 2013, the Executive Office directed the Information Security Office (ISO) to facilitate such efforts.


Upon initial review, the ISO identified gaps in two specific areas of the plan.

Continued on Page 2

Departmental Concurrence

  
Kevin K Crawford  
Chief Information Officer

19 Dec 13

  
Sebron K. Partridge  
Chief Information Security Officer

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A	
<b>SOURCE OF FUNDS:</b> N/A				<b>Budget Adjustment:</b> No	
				<b>For Fiscal Year:</b> N/A	

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Jennifer L. Sargent

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.:

District: All

Agenda Number:

2-4

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: County Payroll System Continuity Plan Evaluation Update**

**DATE: December 19, 2013**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued)**

Area 1 – Alternate Location for Payroll System Operations. The production system at the County Administration Center and an alternate facility (RCIT Mission Grove) has equipment (test and development systems) to fully operate the payroll system. PeopleSoft data is being replicated from the CAC to the Mission Grove facility. Replicated data is tested weekly to ensure that the data is usable. In the event of an outage, operating the payroll system from this alternate facility with the system and backup data will work. The continuity documentation needs updating and verification.

Area 2 – Manual Payroll Procedures. Preparation for a system outage at the County Administration Center and the RCIT Mission Grove facility, manual procedures are in place to provide continuity of payroll services. Although the ACO has manual processes to support the continuity of payroll services, the continuity documentation needs updating and verification.

The above gaps are currently undergoing a comprehensive review and/or validation which will identify any mitigation strategy needed to fulfill the County's service continuity requirements.

Additionally, the ISO is facilitating a collaborative effort with County departments to develop a Continuity Assurance Program (CAP) that will serve to establish continuity assurance of critical services throughout the County.

**Impact on Residents and Businesses**

Without full documentation and testing of current plans, payroll services for the county and special district employees could be impacted in the event of a system outage. Testing will also validate the adequacy of these continuity plans to mitigate the impacts of such an outage. Any required changes or adjustments identified in the testing can then be put in place.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The fiscal cost associated with addressing the identified gaps in the County's continuity plans will be determined as required business impact analyses are conducted.

**Contract History and Price Reasonableness**

RCIT is in the process of reviewing an RFP for replacement of the County's payroll system hardware, which was purchased over five (5) years ago.