

**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:

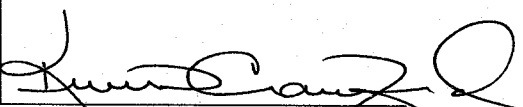
Summary


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 25th, 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	
SOURCE OF FUNDS: N/A				Budget Adjustment: No	
				For Fiscal Year: N/A	

C.E.O. RECOMMENDATION:

APPROVE

BY:

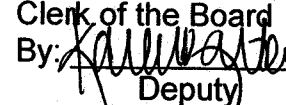
County Executive Office Signature


Jennifer J. Sargent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is received and filed as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: January 7, 2014
xc: ISO

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

2-4

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

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.