COUNTY OF KENDALL, ILLINOIS
ADMIN HR COMMITTEE
KC Office Building, 111 W. Fox Street
County Board Rm 210; Yorkville
Monday, August 2, 2021 at 5:30p.m.

MEETING AGENDA

1. **Call to Order**

2. **Roll Call:** Elizabeth Flowers (Chair), Scott Gengler, Judy Gilmour, Dan Koukol, Robyn Vickers

3. **Approval of Agenda**

4. **Approval of Minutes from July 21, 2021**

5. **Department Head and Elected Official Reports**

6. **Public Comment**

7. **Committee Business**

   ➤ *Plan Performance/Renewal Planning Presentation – The Horton Group*

   ➤ *Approval of Network Security Specialist Job Description*

   ➤ *Approval of Network Administrator Job Description*

8. **Executive Session**

9. **Items for Committee of the Whole**

10. **Action Items for County Board**

11. **Adjournment**

If special accommodations or arrangements are needed to attend this County meeting, please contact the Administration Office at 630-553-4171, a minimum of 24-hours prior to the meeting time

CALL TO ORDER – Chair Elizabeth Flowers called the meeting to order at 5:30pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	ABSENT		
Dan Koukol	Here		
Robyn Vickers	Here		

Employees in Attendance: Scott Koeppel, Meagan Briganti

Guests in attendance:

APPROVAL OF AGENDA – Member Gengler made a motion to amend the agenda by the changing the date of the minutes to be approved to June 16, 2021, second by Member Koukol. **With four members present voting aye, the motion to amend the agenda was approved**.

Member Vickers made a motion to approve the amended agenda, second by Member Gengler. **With four members voting aye, the motion passed by a 4-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gengler to approve the minutes from June 16, 2021, second by Member Flowers. **With four members present voting aye, the motion passed by 4-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

GIS – Meagan Briganti briefed the committee on several department projects including Near Map, a new aerial service they are utilizing, and Next Gen 911, which was delayed by Covid-19, and has a new deadline of August 1, 2021.

Ms. Briganti reported that they have posted the Intern Position at several local educational institutes including Joliet Junior College, College of DuPage and Northern Illinois University. She will continue to update the committee on the search for an appropriate candidate.

Administration – Mr. Koeppel provided a hiring update to the committee. Mr. Koeppel reported that an offer will be extended to a candidate for the Budget & Finance Analyst position on Thursday, July 22, 2021.

Interviews for the HR Specialist position will take place on Tuesday, July 27 and Wednesday, July 28, and Animal Control Director interviews will begin in mid-August.

PUBLIC COMMENT – None

COMMITTEE BUSINES

➢ *Discussion of GIS In Person Staffing –* County Administrator Koeppel stated that the County Clerk still needs a space for the upcoming election vote by mail options for citizens. Mr. Koeppel provided two options for the GIS Staff as follows:

    1. Move the GIS department into the third floor conference room of the Historic Courthouse. Mr. Koeppel said this would involve office configuration, and installation of computers and other office equipment. Mr. Koeppel said this would need to be scheduled with Technology and Facilities Management personnel.

    2. Mr. Koeppel said the second option would be for GIS staff to continue working from home indefinitely.

Discussion about the workflow, needs of the community being met with GIS staff working from home, complaints about disruption of service, or GIS staff inability to comply with any community or County needs or requests.

There was consensus by the Committee to allow the GIS staff to continue working from home indefinitely.

➢ *Discussion and Approval of the Amendment to the 2022 Holiday Schedule –* Mr. Koeppel reviewed the Amendment to the 2022 Holiday Schedule memorandum from Judge Robert Pilmer. Judge Pilmer recommended the observance of Juneteenth on June 20, 2022. Judge Pilmer did not recommend observing Election Day as a County holiday because the County Clerk's Office, Judicial Office, State's Attorney's Office, and Technology Department, as well as other employees are essential to the Election process and on-sight voting throughout the County.

Member Vickers made a motion to approve the Amendment to the County 2022 Holiday Schedule with the addition of Juneteenth on June 20, 2022, and forward the item to the County Board for approval, second by Member Koukol. **With four members present voting aye the motion carried by a 4-0 vote**.

➢ *Discussion and Approval of Rural Broadband Study Invitation to Bid Results –* Mr. Koeppel briefed the committee on the bids that were received for conducting a Rural Broadband Study. Discussion on the varied bids, the top two bids, funding resources for the study to be conducted, and the companies that submitted bids.

Member Vickers made a motion to forward the Approval of a Rural Broadband Study Invitation to LIT Communities at an amount not to exceed $126,023.00 to the July 29, 2021 Special COW/Finance Committee meeting for further discussion, and

then on to the August 3, 2021 County Board meeting for approval, second by Member Koukol.

With Members Koukol, Flowers and Vickers voting aye, and Member Gengler voting nay, the motion carried by a vote of 3-1.

EXECUTIVE SESSION – Member Gengler made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21, second by Member Koukol.

Roll Call

Attendee	Status
Elizabeth Flowers	Aye
Scott Gengler	Aye
Dan Koukol	Yes
Robyn Vickers	Yes

With four members present voting aye, the committee entered into Executive Session at 6:21p.m.

With four members in agreement, the committee reconvened in Open Session at 6:26p.m.

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR THE AUGUST 3, 2021 COUNTY BOARD MEETING

Approval of the Amendment to the 2022 Holiday Schedule

Approval of Rural Broadband Study Invitation to Bid Results

ADJOURNMENT – Member Vickers made a motion to adjourn the meeting, second by Member Gengler. **With four members present voting aye the meeting adjourned at 6:29p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary

TITLE: Network Security Specialist
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

Under the direct supervision of the Technology Services Director, the position is responsible for providing the design, maintenance, deployment, and enforcement of preventative cyber security measures on behalf of Kendall County. These measures are performed using technical guidelines or state procedures provided by DoIT, (Department of Information Technology).

II. Essential Duties and Responsibilities:

A. The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs based on and related to user or system design specifications including, but not limited to:
   a. Conduct regular security audits of County infrastructure and investigating security reports findings.
   b. Ability to administer, deploy, review, and enforce County security measures, including but not limited to antivirus, firewall administration, remediation and cyber security training.
   c. Develops strategies and provides support for initiatives to continuously improve enterprise data security; and assists in the development and regular testing of the enterprise business continuity and disaster recovery plans.
   d. Initiates and/or lead audits to identify areas of vulnerability.
   e. Establish and maintain County procedures and policies according to Information governance and technical guidelines.
   f. Provides strategic risk guidance for IT Projects including the evaluation and recommendation of technical controls.
   g. Analyze network threat analysis data and risk assessment results to identify and recommend appropriate security.
   h. Develop County information security policies.
   i. Develop control measures to improve effectiveness of information security.
B. Maintains records of user security awareness training.
C. Participates as a member of the security incident response team, evaluates security incidents, developing solutions and communicating results to management; participate in after-hours on-call incident management.
D. Use investigation and analysis techniques to gather and preserve evidence from computer devices in a way that is suitable for policy enforcement.
E. Serve as Technology lead for County Clerk's Office by coordinating with State and Federal entities to provide status updates, IPS/IDS instances, and any other arising issues related to elections.
F. Provides diagnostic and troubleshooting repair of security measures related to all PC and network hardware or software.
G. Oversee the deployment, use, and maintenance of threat and vulnerability tools, including intrusion detection/prevention, firewall, virus protection, encryption, user authentication, and audit logs.
H. Maintain deep knowledge of emerging threats and vulnerabilities in IT Security. Conduct research, attend conferences, professional association meetings and technical symposia to gain awareness of the latest information security technological developments.
I. Respond to and assist in information security assessment requests; evaluate vendor products and services; advise management of risks and best security practices.
J. Collaborate with Network Administrator to create and manage IT contingency plan for disaster recovery efforts in Incident Response Plan.

K. Serves as backup for Network Administrator and Systems Analyst.
L. Maintains regular attendance and punctuality.
M. Additional duties as assigned.

III. Qualifications:
To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:
- Strong organization skills and be able to communicate effectively both orally and in writing with staff and the general public.
- Knowledge of principles and practices of information technologies.
- Knowledge of techniques for network station support.
- Knowledge of InfoSec Cyber defensive techniques and services.
- Ability to operate and utilize computer software and hardware effectively.
- Ability to research, analyze, assess, issues related to computing activities.
- Ability to make appropriate decisions based upon facts and the need to act quickly.
- Ability to communicate with tact and diplomacy.
- Ability to communicate orally and in writing, in lay terminology.
- Ability to participate in and facilitate group meetings.
- Keeps current with new security monitoring technologies, laws and regulations.
- Ability to perform a variety of tasks and work independently.

B. Work Standards and Best Practice Guidelines:
- Adheres to all work and safety polices and governing policies and procedures.
- Ability to build teamwork and work as part of a team.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

C. Education and Experience:
- Bachelor's Degree in Computer Science or equivalent work experience
- 5-7 years' experience in Information Technology
- Industry Certifications preferred but not required- Security+, CISSP, CEH,

IV. Physical Demands:
While performing the duties of this job, the employee must be able to:
- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Climb stairs and ladders and balance;
- Stoop, kneel, crouch, and/or crawl;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception; and
- Travel independently to other County office locations.

V.   Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.
- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

_____   _____
Employee Receipt Acknowledgement & Signature   Date

_____   _____
Signature of Supervisor   Date
cc: personnel file, employee

TITLE: Network Administrator
DEPARTMENT: Technology Services
SUPERVISED BY: Director of Technology
FLSA STATUS: Exempt
APPROVED: In Process

I. Position Summary:

The administrator of a large, complex, multi-segment, wired and wireless network physical infrastructure, including security hardware, routers, switches and disaster recovery sites and internet connections; establishes network standards, including naming conventions and address protocols; serves as project leader and manages network upgrades and conversions; participates with the technology services team to evaluate and recommend network and systems hardware and software; develops and recommends cabling and connectivity standards, uses and levels.

II. Essential Duties and Responsibilities:

A. Application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, and system functional specifications including, but not limited to:
   a. Analyzing data to identify and resolve reasons for communications bottlenecks. Recommends upgrades, patches, and new applications and equipment to facilitate and protect data, software and hardware.
   b. Analyzing network capacity and growth requirements and recommends network upgrades.
   c. Ensuring the security of the enterprise network.
   d. Maintaining WAN connections to outside vendors, LEAs, and other organizations

B. The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs based on and related to user or system design specifications including, but not limited to:
   a. Designs, develops, installs, integrates and maintains the network infrastructure. incorporating multiple technologies, protocols and vendor products and systems.
   b. Developing and maintaining all systems, applications, security and network configurations, including setting up, testing, and upgrading operating software.
   c. Developing and recommending network contingency and disaster recovery plans.
   d. Researching new technology and implementing or recommending implementation.
   e. Develop specifications for network hardware, software and cabling upgrades and enhancements.

C. Maintains network disaster recovery and hardware, software and information protection and file integrity.

D. Responsible to ensure staff is able to perform critical activities in his/her absence.

E. Utilizes a variety of software and tools, monitors, analyzes and manages network traffic and capacity utilization to achieve optimal performance and availability.

F. Serves as backup to Network Security Specialist and System Analyst.

G. Complies with all applicable County ordinances, policies and procedures regarding or relating to assigned job duties.

H. Participates as a member of the security incident response team

I. Works with Network Security Specialist to recommend network, security, hardware, and software needed to Technology Services Director during budget process; recommendations are given particular weight by decision makers.

J. Maintains regular attendance and punctuality.

K. Performs other duties, as required or assigned.

I. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Skills, Knowledge and Abilities:
- Ability to research, read, and interpret documents and simple instructions.
- Ability to prepare documents, reports, and correspondence.
- Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
- Requires excellent knowledge of the English language, spelling and grammar.
- Strong oral and written presentation skills.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, and/or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to prepare, revise and interpret financial and budgeting spreadsheets and documents.

B. Work Standards and Best Practice Guidelines:
- Adheres to all work and safety polices and governing policies and procedures.
- Ability to build teamwork and work as part of a team.
- Commitment to quality results and customer focused.
- Dependability, integrity and willingness to learn.
- High degree of professionalism and demeanor.
- Proven time management skills.

C. Education and Experience:
- Bachelor's Degree in Computer Science or equivalent work experience
- 5 years or more experience in the Networking Field
- Industry Certifications preferred but not required

II. Physical Demands:

While performing the duties of this job, the employee must be able to:
- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
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Signature of Supervisor   Date
cc: personnel file, employee