



Department of Employee Relations

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Job Evaluation Report

City Service Commission Meeting: July 21, 2026

Employees' Retirement System – Information Systems

Current	Recommended
ERS Network Security Administrator PR 2RX (\$110,197 - \$158,908) FN: Recruitment rate is \$110,198. (One Position)	Information Cybersecurity Manager PR 10X (\$117,464 - \$169,379) FN: Recruitment rate is \$124,988. (One Position)

Note: Residents receive a 4% Resident Incentive Allowance.

The Employees' Retirement System (ERS) has requested the reclassification of one position of ERS Network Security Administrator within the Information Systems Division. A job description was provided and discussions were held with Jeffrey Shober, ERS Chief Technology Officer and Katrina Bailey, ERS Human Resources Administrator.

Background

The role of the ERS Network Security Administrator has grown and taken on more duties that specifically relate to cybersecurity. Additional duties include:

- Management of a system event management system.
- Working directly with auditors and third-party vendors who are performing vulnerability assessments.
- Provide training to staff, including IT staff, for cyber security.
- Serve as in-house subject matter expert for cybersecurity matters.
- Create and manage hardened baselines for server security.
- Regularly provide security updates to senior executives.
- Administrator of Exchange (email).
- Supervisory role includes manage two (2) staff members when they work on security matters (approximately 25-30 hr./week for each).
- Manage staff that oversee mobile devices.

In addition, the Certified Information Systems Security Professional (CISSP) Certification is now required as a minimum qualification for this position. The CISSP Certification is a globally recognized cybersecurity credential issued by the International Information System Security Certification Consortium (ISC2).

Analysis

The Information Cybersecurity Manager is primarily responsible for reviewing and keeping the ERS's IT cybersecurity infrastructure up-to-date and responsive to new threats. The incumbent of this position reports to the Chief Technology Officer (CTO) and advises him/her of the security updates/changes that need to occur. The Information Cybersecurity Manager is also be responsible for maintaining all IT

security related tools and services to mitigate cyber incidents. The incumbent is also be responsible for working with the infrastructure team to provide support for the network devices including all ERS servers and VmWare (virtual machine software platform). Duties and responsibilities include:

Essential Functions:

- 50%
 - Lead the IT security effort within the organization.
 - Implement security measures leveraging best practices and guidance from National Institute of Standards and Technology (NIST), Center for Internet Security (CIS), etc.
 - Patch and maintain security applications and hardware.
 - Test and evaluate new security technologies and recommend implementation as necessary.
 - Manage the Security Information and Event Management (SIEM) solution.
 - Work with internal auditors with respect to vulnerability assessments, including Purple Team exercises. A Purple Team exercise is a collaborative cybersecurity drill where offensive (Red Team) and defensive (Blue Team) security professionals work together.
 - Oversee the training of staff for cybersecurity.
- 35%
 - Direct maintenance on VmWare hosts and virtual servers or similar tools specifically for security hardening.
 - Direct maintenance and access for laptops and mobile devices specifically for security hardening.
 - Upgrade and patch firmware and driver updates for network security devices.
 - Oversee and direct the upgrade and maintenance of anti-virus software.
 - Manage MS Exchange.
 - Maintain and support Storage Area Network (SAN).
 - Participate in Disaster Recovery (DR) tests.
 - Maintain and support the ERS network and end-to-end nodes.
 - Be part of the on-call support rotation with IT staff.
- 10%
 - Participate in forums and trainings related to IT security, especially cybersecurity
- 5%
 - Progress reporting to Senior Management and other duties as assigned.

Minimum qualifications include a Bachelor's degree in Business, Computer Science, Management Information Systems or a closely related field -OR- at least five (5) years of experience supporting the network or servers of pension administration systems. At least seven (7) years of experience in IT, including at least five (5) years of experience working with advanced cybersecurity tools in a Windows environment. At least three (3) years of experience Windows 2008+ servers and VmWare environments. Past experience with patching and upgrading physical and virtual servers, vulnerability assessment tools like Rapid7 and Nessus. Training in cyber-attack response. Certified Information Systems Security Professional (CISSP) Certification required. Minimum qualifications are subject to review and evaluation by DER Staffing.

Recommendation

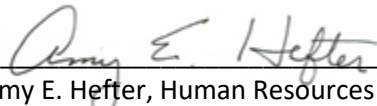
These duties, responsibilities, and requirements are currently comparable to the work performed by the already classified ERS Systems Manager, Fire Information Technology Manager, and Water Information Technology Manager positions throughout the city:

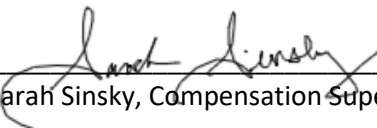
Title	Requirements
ERS Systems Manager PR 10X (\$117,464 - \$169,379) Recruitment rate is \$124,988.	1. Bachelor's degree in management information systems or related field. 2. Five years of Enterprise systems infrastructure experience related to financials and/or human resources including HR, payroll and benefits administration, and project management methods and procedures. Experience must include at least three years as lead manager of an ERP infrastructure staff.
Fire Information Technology Manager PR 10X (\$117,464 - \$169,379) Recruitment rate is \$124,988.	1. Bachelor's degree in management information systems, computer science, or a related field from an accredited college or university. 2. Five years of management experience planning and managing large scale information technology projects and budgets. 3. Valid Wisconsin Driver's License at the time of appointment and throughout employment.
Water Information Technology Manager PR 10X (\$117,464 - \$169,379) Recruitment rate is \$124,988.	1. Bachelor's degree in management information systems, computer science or closely related field from an accredited college or university. 2. Five years of management experience planning and managing large scale information technology projects and budgets. 3. Valid driver's license and availability of a properly insured vehicle at time of appointment and throughout employment.

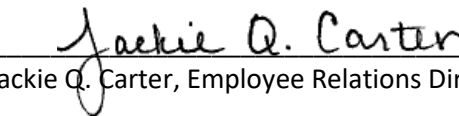
Based on this comparison, the recommendation is to reclassified this position as an Information Cybersecurity Manager in Pay Range 10X (\$117,464 - \$169,379) with a recruitment rate of \$124,988.

Action Required – Effective Pay Period 17, 2026 (August 2, 2026)

* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

Prepared by: 
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