



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 3

**Agenda Date:** December 6, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Office of the City Auditor

**DEPARTMENT HEAD:** Kevin Barthold

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of the Office of the City Auditor Report AU22-025 Audit of ITSD - Security Awareness Training Program - 2022

**SUMMARY:**

Determine if the Information Technology Services Department (ITSD) has implemented the State required Security Awareness Training Program effectively and in compliance with State guidelines.

**BACKGROUND INFORMATION:**

Background

Texas Government Code (Section 2054) requires state and local government employees and officials to complete a certified security awareness training program. Government entities must annually certify their compliance with the training requirements by August 31 using the

## Cybersecurity Training Certification for State and Local Governments.

In addition, in accordance with Texas Government Code, the governing body of a local government shall verify and report on the completion of a cybersecurity training program by employees of the local government (performed by ITSD) and require periodic audits to ensure compliance with this section (performed by the Office of the City Auditor).

ITSD monitors the completion of trainings monthly to ensure all employees have completed the full cybersecurity training by the annual reporting deadline.

### Scope & Methodology

The audit scope was the State Security Training Reporting period of July 2021 through May 2022. Testing criteria included Texas Government Code, Section 2054. We interviewed ITSD personnel and reviewed department policies and procedures to identify controls related to the City's Security Awareness Training Program.

### Conclusion

We evaluated the Security Awareness Training Program and determined that ITSD has adequate controls to facilitate citywide compliance with State of Texas security training requirements. Specifically, ITSD has:

- Implemented policies and procedures to appropriately administer a certified security awareness training program in accordance with state requirements.
- Developed controls to ensure completion of training by all applicable City employees and elected officials.
- Implemented processes to ensure completion and self-certification by the required state deadline.

There are no findings. Consequently, we make no recommendations to ITSD management.

### **ISSUE:**

This item is presented for acceptance by the Audit and Accountability Committee.

### **FISCAL IMPACT:**

None

### **ALTERNATIVES:**

N/A

### **RECOMMENDATION:**

Staff recommends acceptance of this audit report.