MENDOCINO COUNTY POLICY #60	FINANCE SYSTEM ACCESS AND PERMISSIONS POLICY
ADOPTED:	ADOPTED BY:

1. Overview:

The Finance System Access and Permissions Policy establishes guidelines for managing and controlling access to Mendocino County's finance system. This policy is designed to protect the integrity, confidentiality, and availability of sensitive financial information by ensuring that access is limited to authorized personnel only. It outlines roles and responsibilities and sets standards for maintaining secure, role-based permissions across the organization.

2. Purpose:

The purpose of this policy is to ensure that access to the county's financial systems is managed in a way that protects sensitive information and aligns with the organization's financial and security objectives.

3. Scope:

This policy applies to all departments and personnel who require access to the financial systems. This includes, but is not limited to, third party contractors, consultants, and extra help staff.

4. Policy:

4.1. Access and Permissions

4.1.1. Access to financial systems will be granted based on the principle of least privilege, ensuring that users only have the minimum access necessary to perform their job functions.

4.1.2. Access requests must be submitted through a formal request process and include justification for the requested permissions.

4.1.3. All access requests must be approved by the employee's Department Head and reviewed by the Auditor-Controller[1] or their designee.

4.1.4. Third party access requests must be approved by the Department Head of the primary department engaged with the third party.

[1] Per CA Govt. Code 26881, "…the auditor or auditor-controller shall prescribe, and shall exercise a general supervision, including the ability to review departmental and countywide internal controls…"

4.2. Role-Based Access Control (RBAC)

4.2.1. Permissions will be assigned based on predefined roles that align with job responsibilities.

4.2.2. The Mendocino County Information Technology Division will maintain a list of roles and their access levels, which will be reviewed and updated periodically.

4.3. Authentication

4.3.1. All users must authenticate to the finance system using unique credentials. Multi-factor authentication (MFA) is required for all privileged system users.

4.3.2. Passwords must meet County security standards.

4.4. Review, Revisions, and Revocation

4.4.1. Permissions will be reviewed regularly to ensure they remain appropriate for the user's current job responsibilities.

4.4.2. Access permissions will be updated upon change of job classification and/or transfer to another county department to align with new job/department responsibilities.

4.4.3. Access will be revoked immediately upon termination of employment or transfer to a role that does not require financial system access.

5. Policy Maintenance:

5.1. The County Executive Office or designee is responsible for maintaining this policy.

5.2. The policy will be reviewed and updated annually or as needed to address new risks, changes in technology, or regulatory requirements.

5.3. Revisions to this policy must be approved by the County Executive Office.

Policy Compliance:

5.4. Non-compliance with this policy may result in disciplinary action, including revocation of system access, suspension, or termination of employment, depending on the severity of the violation.

5.5. Contractors or third parties found to be in violation of this policy may face contract termination or legal action.

6. Glossary:

6.1. Access Control: Mechanisms that restrict and regulate who can view or use resources in a computing environment.

6.2. Multi-factor authentication: A security process that requires users to verify their identity through two or more independent methods.

6.3. Principle of Least Privilege: A security concept that restricts users' access rights to the minimum necessary to perform their job.

6.4. Role-Based Access Control (RBAC): A method of regulating access based on a user's role within an organization.

7. Revision History:

Date	Responsible Party	Summary of Change
02-20-2025	Office of the CEO	Initial policy creation and adoption