

Operational Policy

Policy title:	Administrative Privileges Policy		
Policy number:	ODHS OHA 090-013		
Original date:	03/07/2022	Last update:	03/06/2023
Approved:	Kris Kautz, Deputy Director Oregon Health Authority Don Erickson, Chief Administrative Officer Oregon Department of Human Services		

Purpose

The Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA) are committed to the security of agency information systems. The agency gives administrative access to limited numbers of individuals under clearly defined circumstances to reduce the risk of exposure to the ODHS and OHA network from malware and other vulnerability exploits that may lead to security incidents, system performance issues, lost productivity, higher support costs, and the unavailability or loss of data.

Description

This policy describes the circumstances under which administrative privileges are granted to ODHS and OHA staff and the on-going administration and monitoring of those privileges.

Applicability

This policy applies to all ODHS and OHA staff, including employees, volunteers, interns, contractors, and partners.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. Staff shall be provided only with the level of access necessary to accomplish assigned tasks in accordance with agency missions and business functions.
2. Staff with administrative privileges shall only use this elevated access when performing assigned tasks that require elevated access such as installing updates, installing applications, managing user accounts, and modifying operating system (OS) and application settings.
3. Staff with administrative privileges shall use a dedicated or secondary account for activities requiring elevated privileges. Users shall:
 - a. Establish unique, different passwords for their administrator and non-administrative accounts.
 - b. Utilize multi-factor authentication and encrypted channels for all administrative account access.
 - c. Use passwords unique to the system that meet any applicable regulatory requirements where multi-factor authentication is not supported, such as local administrator, root, or service accounts.
 - d. Only use agency supported equipment when performing tasks requiring administrative privileges.
 - e. Not conduct general computing activities, such as internet browsing, email, and productivity suite use, using privileged administrative accounts.
 - f. Install only approved software on agency-owned devices.
4. Central account management shall be used for authentication when appropriate for all applications or devices through an Office of Information Services (OIS) authorized directory or identity service.
5. ODHS and OHA as the system owners shall establish and maintain a documented process to inventory administrator accounts, including cloud, domain, and local accounts, to ensure only authorized individuals have elevated privileges. A system owner is an official responsible for the overall procurement, development, integration, modification, operation, and maintenance of a system.¹
6. The account holder's manager shall ensure administrative account access remains necessary to perform assigned job functions by validation of all active accounts on a recurring schedule at least quarterly
7. ODHS and OHA managers shall ensure that assigned access entitlements (default access permissions) are reviewed to validate the need for such entitlements. (Refer ODHS|OHA 090-003 Access Control Policy)
8. If services are outsourced to third parties, privacy and security language shall be included in the contracts or in standalone access agreements to ensure the third party protects and controls administrative access and complies with any applicable

¹ National Institute of Standards and Technology (NIST) Special Publications (SP) 800-53 Rev. 5

federal requirements. The program sponsoring the access shall also submit a MSC 0785 Third Party Information System Access Request.

References

[Federal Bureau of Investigation \(FBI\) Criminal Justice Information Services \(CJIS\) Security Policy](#)

[Internal Revenue Service Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies](#)

[National Institute of Standards and Technology \(NIST\) Special Publications \(SP\) 800-53 Rev. 5 Security and Privacy Controls for Information Systems and Organizations](#)

[Minimum Acceptable Risk Safeguards for Exchanges \(MARS-E\) Document Suite, Volume 1: Harmonized Security and Privacy Framework, Version 2.2](#)

[Statewide Information and Cyber Security Standards 2019](#)

[Statewide Information Security Plan](#)

[ODHS|OHA Agency Information Security Plan](#)

[Center for Internet Security Controls](#)

[ODHS|OHA 090-003-05 User Access Process](#)

[ODHS|OHA 090-003-08 Third Party Entity Approval for System Access Process](#)

Forms

[MSC 0785 Third Party Information System Access Request](#)

Related policies

[DAS 107-004-110 Acceptable Use of State Information Assets](#)

[DAS 107-004-140 Privileged Access to Information Systems](#)

[ODHS|OHA 070-014 Information Technology Asset Management Policy](#)

[ODHS|OHA 090-003 Access Control Policy](#)

[ODHS|OHA 090-009 Administrative, Technical and Physical Safeguards of Information Policy](#)

This policy shall be reviewed at least once every year to ensure relevance.

Contact

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Policy history

Version 1 ODHS|OHA established 03/07/2022

Version 2 ODHS|OHA revised 03/06/2023

Keywords

Access, account, administrative account, administrative rights, administrative privileges, configure, multi-factor authentication, password, privileges

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