

1                                   BEFORE THE BOARD OF SUPERVISORS  
2                                   OF THE COUNTY OF FRESNO  
3                                   STATE OF CALIFORNIA  
4                                   ORDINANCE NO. 25-002

5  
6                   AN ORDINANCE ADOPTING CHAPTER 2.09 OF THE ORDINANCE CODE OF  
7 FRESNO COUNTY, AS AMENDED, "INFORMATION TECHNOLOGY SERVICES  
8 DEPARTMENT."

9                   The Board of Supervisors of the County of Fresno ordains as follows:

10 **Section 1.** Chapter 2.09 of the Ordinance Code of Fresno County, entitled "INFORMATION  
11 TECHNOLOGY SERVICE DEPARTMENT," is adopted, as amended, as follows:

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13 **2.09.10 – Department created.**

14                   There is created a department of the county, which department shall be known and  
15 designated as the Information Technology Services Department, hereinafter in this chapter  
16 referred to as the "department."

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18 **2.09.030 – General duties.**

19 The CIO shall be responsible for the budgeting, planning, acquisition, requisition, installation,  
20 maintenance, operation, custody and security of all information technology and  
21 telecommunications hardware, software, voice and data networks, radio and pager  
22 communication services, personnel, contracts, and related resources, except as specifically  
23 defined by federal or state legislation, or other county policy.

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25 **2.09.040 – Specific duties.**

26 The CIO's duties shall include, but not be limited to, the following:

- 27                   A. All duties prescribed by ordinance, the board of supervisors administrative policies,  
28                   county administrative officers management directives, personnel rules, salary

1 resolution and operative resolutions of the board of supervisors and the county  
2 administrative office policies to be performed by the CIO to carry out the information  
3 technology functions of the county;

4 B. Appointment of all employees of the department and the keeping of such personnel  
5 records as may be prescribed by county rules, resolution and regulation, and state law;

6 C. Budgeting and planning for the department's operations, including facility  
7 requirements, in consultation with the county administrative officer or designee;

8 D. Make recommendations to the county administrative officer and board of supervisors  
9 relating to information technology policies;

10 E. Provide high quality, effective and timely information technology services to county  
11 departments;

12 F. Receive direction from the board of supervisors and county administrative officer  
13 regarding broad policies and goals;

14 G. Represent the county in meetings with commissions, committees, community  
15 agencies and other public groups;

16 H. Such duties as may be prescribed in this ordinance code, board of supervisors  
17 administrative policies, county administrative officer's management directives,  
18 personnel rules, salary resolution or other operative resolution to personnel services  
19 functions and the department of personnel services.

20 I. Make recommendations on all matters pertaining to information technology and voice,  
21 radio and data communications;

22 J. Advise the county administrative officer and all departments and appropriate public  
23 entities regarding information systems and information and telecommunications  
24 security;

25 K. Design and/or requisition all information systems and voice, radio and data networks;

26 L. Determine the need for the acquisition and administration of hardware, software,  
27 voice, radio and data networks, contracts, grants and related services necessary to  
28

1 support the information technology, telecommunications, radio and information security  
2 requirements of any department or the county in general;

3 M. Keep the county administrative officer and all departments and appropriate public  
4 entities continually advised regarding such design, operation and security of voice,  
5 radio and data systems affecting them;

6 N. Represent the department on committees relating to information technology,  
7 telecommunications, radio communications, and voice and data security within the  
8 county;

9 O. Except for those duties specifically assigned to the purchasing agent by ordinance, law  
10 or charter, the CIO shall be the county's official representative to vendors of voice,  
11 data and radio communications equipment, information technology systems or  
12 services;

13 P. Establish and enforcing countywide standards and procedures associated with the  
14 design, development, maintenance, operation and security of voice, radio and data  
15 systems;

16 Q. Provide for project management of information systems and telecommunications  
17 development activities for departments and agencies within the county; and

18 R. Provide the management and budgetary control necessary to guarantee the most  
19 effective utilization of information technology and telecommunications resources within  
20 the county.

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22 **2.09.060 – Coordinator.**

23 The CIO may request each user department or public entity to designate a management level  
24 position to act as departmental information technology and telecommunications coordinator to  
25 provide management liaison between the user department and the department. The user  
26 department coordinator will be responsible for assuring that the business continuation  
27 planning requirements of the department are met.

1 **2.09.070 – Information and telecommunications security.**

2 The CIO will appoint an information technology (IT) security administrator within the  
3 department to provide a single point of accountability for information and telecommunications  
4 security planning, oversight and auditing. The IT security administrator will have responsibility  
5 for all facets of security including:

- 6 A. Standards and preferred practices
- 7 B. Prevention
- 8 C. Protection
- 9 D. Detection/Investigation
- 10 E. Damage assessment
- 11 F. Risk management
- 12 G. Disaster recovery

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14 **2.09.080 – Reference to Internal Services Department**

15 Any and all reference in the county ordinance code to the “Internal Services Department” and  
16 which pertains to the services of the department shall mean the information technology  
17 services department.

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19 **Section 2.** This ordinance shall be effective thirty (30) calendar days following the Board of  
20 Supervisor’s adoption of this ordinance.

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1 The FOREGOING was passed and adopted by the following vote of the Board of  
2 Supervisors of the County of Fresno this 28<sup>th</sup> day of January, 2025, to wit:

3  
4 AYES: Supervisors Bredefeld, Chavez, Magsig, Mendes, Pacheco

5 NOES: None

6 ABSENT: None

7 ABSTAINED: None

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9 

10 Ernest Buddy Mendes, Chairman of the Board of  
Supervisors of the County of Fresno

11 **ATTEST:**

12 Bernice E. Seidel  
13 Clerk of the Board of Supervisors  
County of Fresno, State of California

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15 By:   
16 Deputy

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19 FILE # 24-1477

20 AGENDA # 32

21 ORDINANCE # 25-002

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