

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF FRESNO
STATE OF CALIFORNIA
ORDINANCE NO. _____

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

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

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

2.09.10 – Department created.

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

2.09.030 – General duties.

The Chief Information Officer (CIO) shall be responsible for the budgeting, planning,
acquisition, requisition, installation, maintenance, operation, custody and security of all
information technology and telecommunications hardware, software, voice and data networks,
radio and pager communication services, graphic communication services, personnel,
contracts, and related resources, except as specifically defined by federal or state legislation,
or other County policy.

2.09.040 – Specific duties.

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

- A. All duties prescribed by Ordinance, the Board of Supervisor's administrative policies, County Administrative Officer's management directives, personnel rules, salary resolution and operative resolutions of the Board of Supervisors and the County Administrative Office policies to be performed by the CIO to carry out the information technology functions of the County;
- B. Appointment of all employees of the Department and the keeping of such personnel records as may be prescribed by County rules, resolution and regulation, and state law;
- C. Budgeting and planning for the Department's operations, including facility requirements, in consultation with the County Administrative Officer or designee;
- D. Make recommendations to the County Administrative Officer and Board of Supervisors relating to information technology policies;
- E. Provide high quality, effective and timely information technology services to County departments;
- F. Receive direction from the Board of Supervisors and County Administrative Officer regarding broad policies and goals;
- G. Represent the County in meetings with commissions, committees, community agencies and other public groups;
- H. Such duties as may be prescribed in this Ordinance Code, Board of Supervisors administrative policies, County Administrative Officer's management directives, personnel rules, salary resolution or other operative resolution to human resources functions and the Department of Human Resources.
- I. Make recommendations on all matters pertaining to information technology and voice, radio and data communications;
- J. Advise the County Administrative Officer and all departments and appropriate public entities regarding information systems and information and telecommunications security;
- K. Design and/or requisition all information systems and voice, radio and data networks;

- 1 L. Determine the need for the acquisition and administration of hardware, software,
2 voice, radio and data networks, contracts, grants and related services necessary to
3 support the information technology, telecommunications, radio, graphic
4 communications and information security requirements of any department or the
5 County in general;
- 6 M. Keep the County Administrative Officer and all departments and appropriate public
7 entities continually advised regarding such design, operation and security of voice,
8 radio and data systems affecting them;
- 9 N. Represent the Department on committees relating to information technology,
10 telecommunications, radio communications, graphic communications and voice and
11 data security within the County;
- 12 O. Except for those duties specifically assigned to the purchasing agent by Ordinance, law
13 or charter, the CIO shall be the County's official representative to vendors of voice,
14 data and radio communications equipment, information technology systems or
15 services;
- 16 P. Establish and enforce countywide standards and procedures associated with the
17 design, development, maintenance, operation and security of voice, radio and data
18 systems;
- 19 Q. Provide for project management of information systems and telecommunications
20 development activities for departments and agencies within the County; and
- 21 R. Provide the management and budgetary control necessary to guarantee the most
22 effective utilization of information technology and telecommunications resources within
23 the County.

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25 **2.09.060 – Coordinator.**

26 The CIO may request each user department or public entity to designate a management level
27 position to act as departmental information technology and telecommunications coordinator to
28 provide management liaison between the user department and the Department. The user

department coordinator will be responsible for assuring that the business continuation planning requirements of the Department are met.

2.09.070 – Information and telecommunications security.

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

- A. Standards and preferred practices
- B. Prevention
- C. Protection
- D. Detection/Investigation
- E. Damage assessment
- F. Risk management
- G. Disaster recovery

2.09.080 – Reference to Internal Services Department

Any and all reference in the County Ordinance Code to the “Internal Services Department” and which pertains to the services of the Department shall mean the Information Technology Services Department.

Section 2. This Ordinance shall be effective thirty (30) calendar days following the Board of 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 _____ day of _____, 2025, to wit:

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4 AYES:

5 NOES:

6 ABSENT:

7 ABSTAINED:

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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

14
15 By: _____
16 Deputy

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19 FILE # _____

20 AGENDA # _____

21 ORDINANCE # _____
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