

FRESNO COUNTY ORDINANCE CODE

Chapter 2.09 – Information Technology Services Department

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 Aadministrative Officer's management directives, personnel rules, salary resolution and operative resolutions of the Board of Supervisors and the County Aadministrative 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 ~~D~~department's operations, including facility requirements, in consultation with the ~~C~~ounty ~~A~~administrative ~~O~~fficer or designee;
- D. Make recommendations to the ~~C~~ounty ~~A~~administrative ~~O~~fficer and ~~B~~board of ~~S~~upervisors relating to information technology policies;
- E. Provide high quality, effective and timely information technology services to ~~C~~ounty departments;
- F. Receive direction from the ~~B~~board of ~~S~~upervisors and ~~C~~ounty ~~A~~administrative ~~O~~fficer regarding broad policies and goals;
- G. Represent the ~~C~~ounty in meetings with commissions, committees, community agencies and other public groups;
- H. Such duties as may be prescribed in this ~~O~~rdinance ~~C~~ode, ~~B~~board of ~~S~~upervisors administrative policies, ~~C~~ounty ~~A~~administrative ~~O~~fficer's management directives, personnel rules, salary resolution or other operative resolution to ~~personnel services~~human resources functions and the ~~D~~epartment of Human Resources~~personnel services~~.
- I. Make recommendations on all matters pertaining to information technology and voice, radio and data communications;
- J. Advise the ~~C~~ounty ~~A~~administrative ~~O~~fficer 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;
- L. Determine the need for the acquisition and administration of hardware, software, voice, radio and data networks, contracts, grants and related services necessary to support the information technology, telecommunications, radio, graphic communications and information security requirements of any department or the ~~C~~ounty in general;

- M. Keep the County Aadministrative Officer and all departments and appropriate public entities continually advised regarding such design, operation and security of voice, radio and data systems affecting them;
- N. Represent the Department on committees relating to information technology, telecommunications, radio communications, graphic communications, and voice and data security within the County;
- O. Except for those duties specifically assigned to the purchasing agent by Ordinance, law or charter, the CIO shall be the County's official representative to vendors of voice, data and radio communications equipment, information technology systems or services;
- P. Establish and enforceing countywide standards and procedures associated with the design, development, maintenance, operation and security of voice, radio and data systems;
- Q. Provide for project management of information systems and telecommunications development activities for departments and agencies within the County; and
- R. Provide the management and budgetary control necessary to guarantee the most effective utilization of information technology and telecommunications resources within the County.

2.09.060 – Coordinator.

The CIO may request each user department or public entity to designate a management level position to act as departmental information technology and telecommunications coordinator to 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 ~~D~~epartment 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 ~~C~~ounty ~~O~~rdinance ~~C~~ode to the “Internal Services Department” and which pertains to the services of the ~~D~~epartment shall mean the ~~I~~nformation ~~T~~echnology ~~S~~ervices ~~D~~epartment.