

(No.25 December 2009)

Director

Telecommunications and Information Technology Steering Committee

The department shall convene a Telecom / IT steering committee, lead by Fire Protection, which will ensure the governance structures identified in ITPL 09-05 are adhered to, as well as ensuring operational efficiencies, project timeliness and quality, standards, conventions, methodologies and practices.

Chief Information Officer

The ITS Chief is responsible for information technology administration throughout CDF. The ITS Chief has overall responsibility to administer, coordinate, and report to CDF Executive Management on all information technology projects.

The ITS Chief provides oversight and direction in the following areas:

- Information Technology
 - ◇ Sets the vision for how information technology can help CDF
 - ◇ Establishes IT related policies and procedures and monitors compliance with these policies
 - ◇ Monitors new technologies and evaluates how they can be used to support CDF mission
- ITS Office Managers
 - ◇ Works with the ITS Office Managers to resolve inter-office conflicts over project resources, scope and schedules
 - ◇ Sets performance objectives and performs IDP evaluations for ITS Office Managers
- ITS Projects
 - ◇ Negotiates new resources to do projects as necessary
 - ◇ Ensures that all IT projects support CDF strategic goals
- Executive Management
 - ◇ Markets and educates CDF Executive Management about how information technology supports CDF mission
 - ◇ Establishes priorities for projects and activities within ITS based on direction from CDF Executive Management
 - ◇ Reports progress on ITS projects to CDF Executive Management
 - ◇ Coordinate ITS project efforts with CDF Executive Management
- Other Duties
 - ◇ Establishes partnerships with other organizations (external and internal to CDF)

ITS Office Manager/Supervisor

ITS Office Managers have supervisory responsibility for team leaders and members assigned to his/her office. Office Managers are accountable for project expenditures and activities performed by personnel within their Office.

The ITS Office Manager provides the following teamwork support:

- Resources
 - ◇ Assist ITS team leaders within his/her office in identifying and allocating project resources, defining scope and setting schedules
 - ◇ Assist team members and leaders assigned to his/her office in identifying and obtaining:
 1. Training
 2. Equipment
 3. Budget
- Evaluation
 - ◇ Participate in evaluations of the team performance as a whole, and the team leaders and members assigned to his/her office.
- Reporting
 - ◇ Report to the ITS Chief on all projects assigned to his/her office
 - ◇ Track and report to the ITS Chief on expenditures of all projects assigned to his/her office
 - ◇ Market and educate customer managers as to the value of the ITS services to CDF mission

IT Personnel not working directly within the CIO's chain of command

All personnel performing IT activities within the CAL FIRE computing environment shall adhere to Information Technology governance structures, whether they be formal or informal; including policies, procedures, methodologies and practices. This applies to all IT and non IT classifications, including contractors, cooperators and program staff.

Users of CDF Computing Environment

Users of CDF's computing environment are responsible to know of the policies that relate to the computing environment. This includes policies within this document and policies regarding Internet, Intranet, email usage, and maintenance of computer equipment.

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[\(see Forms or Form Samples\)](#)