



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: COMPUTER AND NETWORK-BASED INFORMATION SYSTEMS POLICY	Policy Number: A-13	Page Number: 1 of 3
	Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX

I. PURPOSE

The purpose of this policy is to:

- A. Ensure Information Technologies (IT) strategy is governed by the County's Strategic Plan
- B. Establish policy and governance for acquisition and life cycle management of enterprise information systems

BACKGROUND

The application of computer and network-based technologies within the County is a strategic decision. When applied in a cost effective and integrated manner these technologies will provide improved Countywide efficiencies leading to enhanced and expanded public service while controlling the cost of services. The IT Department is responsible in part to provide that integrating function and to further provide the Board of Supervisors, through the Chief Administrative Officer, with an information system strategic plan representing a Countywide approach to applying computer and telecommunications-based solutions.

II. POLICY

- A. The governance of County information systems and technology shall be established in the County Strategic Plan, which is the responsibility of the Board of Supervisors and the Chief Administrative Office. The Director of IT is responsible for developing and executing an IT Strategic Plan that is based on, and driven by, the County Strategic Plan. The IT Director is also responsible for implementing a management and operations framework that optimizes the value of IT resources in the planning and execution of IT strategy.
- B. The Acquisition of all computer and network technology solutions for the County shall be in support of the IT Strategic Plan, and all such acquisitions shall be primarily managed by the IT Department. All county Departments shall consult with the IT Department when pursuing



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technology solutions to ensure acquisitions are technologically sound, will meet business requirements, and are supportive of strategic objectives.

- C. All data within the County’s information systems is proprietary, and shall be protected in accordance with State and Federal regulations. The department, agency or entity responsible for creating, entering, updating, or otherwise using a specific portion of data shall be considered the Data Owner. Data Owners are responsible for ensuring the IT Department is aware of special handling requirements for their data.

III. PROCEDURE

- A. The Chief Administrative Officer and Director of IT shall establish and maintain a charter for an IT Steering Committee, which is responsible for validating and guiding the execution of the IT Strategic Plan. The committee shall be chaired by the IT Director, and membership shall include all County Department Heads with the understanding that sub-committees may be designated from time to time to work with the IT Director on specific projects/tasks.

The Director of IT shall present a progress report on strategic objectives and updates to the Board at least annually. The IT Strategic Plan shall be no more than three (3) years in scope, due to rapidly changing technology and business requirements.

- B. County departments or agencies shall ensure any requirements for new technology are presented to the IT Department prior to beginning the acquisition process and prior to the issuance of Requests For Proposals (RFPs) or bids, if required. The IT Department shall work with the requester to ensure full understanding of business requirements. The IT Department shall assist the requester in developing a thorough evaluation process to ensure the chosen



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Policy Number: A-13	Page Number: 3 of 3				
Date Adopted: XX/XX/XXXX	Effective Date: XX/XX/XXXX				

technology is cost effective, meets business requirements, meets industry and County standards, and is in concert with County strategic objectives.

- C. The IT Department is responsible for ensuring technology and processes are in place to provide the requisite protection levels as specified by the Data Owners. In the event of a breach, unexpected loss or corruption of protected data, the Risk Management Division of the Human Resources Department shall ensure any required reporting, notification, and mitigation actions are taken. The IT Department shall work with Risk Management in such cases, and is responsible for providing any technical information or support necessary to meet requirements.

IV. REFERENCES

N/A

V. RESPONSIBLE DEPARTMENT

Information Technologies/Chief Administrative Office

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	XX/XX/XXXX	Sunset Review Date:	XX/XX/XXXX
Revision Date:	XX/XX/XXXX	Sunset Review Date:	XX/XX/XXXX