



## STATE INFORMATION TECHNOLOGY HUMAN RESOURCES STEERING COMMITTEE CHARTER

**Charter  
Date**

August 24, 2007 (Version 2)

**Executive  
Sponsor**

J. Clark Kelso, *State Chief Information Officer*

**State  
Information  
Technology  
Human  
Resources  
Steering  
Committee**

The State Chief Information Officer has convened a “State Information Technology Human Resources Steering Committee” which shall consist of the following persons:

1. J. Clark Kelso, State Chief Information Officer, *Chairperson*
2. Suzanne Ambrose, State Personnel Board Executive Officer
3. Gloria Moore Andrews, CalPERS Deputy Executive Officer, Operations
4. Sue Bost, FI\$Cal project Director
5. Vince Brown, Department of Finance Chief Deputy Director
6. Michael Carter, State Controller’s Office Chief Operating Officer
7. Dave Gilb, Department of Personnel Administration Director
8. Ned Harlan (DOJ)

**Background**

Goal 5 of the California State Information Technology Strategic Plan addresses the need to “Strengthen our Technology Workforce”. The Plan states: “The State will strengthen its information technology workforce to meet the needs and challenges of supporting a large and complex public-sector organization in the 21<sup>st</sup> Century.”

*Objective 1 – Lead Succession and Workforce Planning*

The State will engage in IT Succession Planning to assist in the leaders and workers.

*Objective 2 – Modernize the Information Technology Classification Structure and Selection Tools and Methods*

The State will modernize the classification structure and selection tools and methods.

*Objective 3 – Expand Recruiting Efforts for Technology Professionals*

The State will develop a modern, ongoing recruitment program for IT classifications. This program will include recruitment of technology employees from colleges and universities, the public and private sectors, and the state workforce.

	<p><u>Objective 4 – Provide Professional Development for Technology Personnel</u>  The State will support and maintain a robust technology training program focused on leadership, communication, CIO and IT managers training, project management, network and infrastructure management, applications development and other skills necessary to support current and new technologies.</p>
<p><b>Purpose</b></p>	<p>In support of Goal 5 of the California IT Strategic Plan, the State Chief Information Officer convened the State Information Technology Human Resources Steering Committee to guide development and implementation of the actions supporting the Goal objectives. The efforts support the State’s ability to strengthen and sustain the State’s IT workforce, critical to develop, implement and maintain the State’s IT solutions and technology infrastructure - including systems, services, programs, portals and infrastructure.</p>
<p><b>Organization and Structure</b></p>	<p>A. The State Chief Information Officer will serve as the Chairperson of the Committee.</p> <p>B. The Committee shall meet as often as it deems necessary. The Chairperson may call special meetings of the Committee as the Chairperson deems necessary.</p> <p>C. All decisions of the Committee shall be made by a majority vote of the voting membership of the full Committee.</p> <p>D. The Committee may appoint a committee of one or more of its members to perform any act within the power of the Committee itself to perform.</p>
<p><b>Authority and Accountability</b></p>	<p>A. The Committee is the guiding body for “strengthening the State’s technology workforce”.</p> <p>B. The State CIO will, sometime before December 2005, identify one or more state agencies to lead the development and implementation of a sustainable Information Technology Human Resources project or projects for the State. The responsibility for that project or projects will lie with the selected state agency or agencies. The Steering Committee will <i>not</i> function as an oversight body for that project or projects. Instead, the Steering Committee will provide guidance to the selected state agency or agencies on the requirements for developing a sustainable enterprise Information Technology Human Resources System for use by public agencies.</p>
<p><b>General Duties</b></p>	<p>A. The Executive Sponsor will ensure sustained executive support for successful development of one or more Information Technology Human Resources projects.</p>

	B. The Committee Chairperson will oversee Committee activities to ensure informed, balanced and expeditious Committee decisions. The Committee Chairperson will facilitate final arbitration on issues that cannot be resolved by the Committee.
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<b>Charter Modifications</b>	This charter is to remain in effect until modified and approved by the Executive Sponsor.
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<b>Charter Approvals</b>	<b>Version 2: modifications made to support changes in membership</b> Charter reviewed and adopted by the State Information Technology Human Resources Steering Committee meeting on August 24, 2007	
	Version 1: Charter was approved at the first Committee meeting on December 1, 2005	
	J. Clark Kelso, State <i>Chief Information Officer</i>	Date
	J. Clark Kelso Chief Information Officer State of California	