



## Memorandum

To: Administrative Services Directors  
Department Technology Officers

From: Sheldon Fisher, Commissioner 

Date: April 24, 2017

Subject: Office of Information Technology Transition

As part of bridging the fiscal gap, we are aggressively pursuing a more efficient State of Alaska. At the request of the legislature, the Strategic Information Technology Plan was developed with the vision of providing an efficient management and delivery of communication and IT services.

This memorandum provides guidance to all departments and information technology staff for what to expect through all phases, and is intended to clarify first steps. In the initial phases, we will continue our business processes as usual.

- 1) Agencies Affected by the AO** – All State of Alaska Executive Branch agencies are included. The quasi agencies are not affected at this time.
- 2) Employee Movement** – The Administrative Order (AO) creates a structure for central management of IT resources under the Chief Information Officer (CIO), within the Department of Administration (DOA) and moves all department IT Managers (DTO's) and staff reporting to them into the Office of Information Technology (OIT) under the leadership of the CIO.

At this time, Line of Business (LOB) staff that do not currently (or as of July 1, 2016 did not) report to the DTO will remain within the existing reporting structure. No employee is required to relocate from their current physical workspace, at this time. Starting April 25, 2017, affected employees still report to work at the same agencies they were hired into.

- 3) Bargaining Unit Changes and Layoff Rights** – This action will structurally move PCNs from one department to another. The change resembles a lateral department transfer, without actually changing PCNs. Active employees remain in the same PCN, with the same classification and pay. Active employees also remain members of their same bargaining unit. There are no layoffs as a result of the AO.

- 4) **Supervision** – DTOs will report into the OIT. However, on a day-to-day basis, DTOs will be under co-supervision of the new CIO, Bill Vajda, and their current agency reporting structure. All IT staff that report to their agency's DTO will report to the CIO through their DTO.
- 5) **Recruitment During Transition** – All hiring of staff within the DTO organization will be approved by the Deputy CIO Jim Steele, he may delegate to an appropriate staff to assist. Initially, this will be the only change to the current recruitment process. Recruitments will continue to be posted by the department the position supports.
- 6) **Approvals** – For ease of transition, day-to-day management of work schedule, leave and travel approvals will continue to remain within the department of the staff as currently administered. Departments will provide OIT approved leave and travel plans for DTO's.
- 7) **Delegations of Authority** – Delegations of authority granted to IT staff before the AO was implemented such as Department Information Security Officer, etc. will be reviewed and re-issued under the direction of the CIO. Each DTO will schedule time with the CIO to review their individual and organizational delegations, and determinations will be made at that time. Delegations may be modified or expanded under the direction of the CIO.
- 8) **Acquisition review** - A copy of any new IT procurement with a value greater than \$5K will be forwarded to the CIO. Exceptions to this are:
  - a. IT procurements that do not change or alter the IT standards that exist prior to the date of the Administrative Order
  - b. Non-IT related office expenditures or supplies
  - c. For any purchase that will be forwarded to the Spend Review Board
- 9) **Budget** – Beginning July 1, 2017 (FY18), all IT PCNs that report to the agency's DTO, will move in the FY2018 Management plan under the Office of Information Technology (OIT). No funding will transfer. For budget and planning purposes, DOA will initially enter into a reimbursable services agreement with each department for the full compensation value (salary and benefits) of staff transferring to the OIT. OMB and DOA have initiated the process to formulate a fair cost distribution. DOA is aware of the challenges surrounding federal funding, and will work with each department to assure these concerns are met. The FY17 budget will not be affected by this AO.
- 10) **IT Assets** – One of the Office of the CIO's (OCIO) first order of business will be to conduct departmental inventories of all software and hardware assets. Following assessment, a determination will be made as to whether assets will be transferred for management under the OCIO.
- 11) **Processes and Policy** - As processes and policies are developed, department's input will be considered and incorporated as appropriate.

Both the DOA and the OCIO are committed to working with each department through this journey. Transition will take time and work. With your input and support, we can build upon existing structures in a coordinated approach that reduced redundancy, improves efficiency, and continues to provide you with the services you need to achieve your mission for the citizens of Alaska.