

CHAPTER 3

INFORMATION SYSTEMS-TECHNOLOGY ROLES AND RESPONSIBILITIES

PURPOSE:

Information system-technology development and management is a repetitive process that must include active involvement and strong commitment from all parties: management, Department offices that use information technology, and the Office of Information Technology Systems (OITS).

The purpose of this policy is to assure the Florida Department of Transportation (FDOTDepartment) has:

- 1) The best information resource-management systems possible to support our business and strategic goals;
- 2) Department personnel who are informed of, competent in, and capable of using information resource-technology to the greatest extent possible to enhance organizational effectiveness and efficiency; and
- 3) The technological capacity to develop, maintain, and support our information systems-technology goals and objectives.

When filling vacancies, managers should seek to fill positions with individuals that-who have information technology experience in addition to their specific job skills. These individuals shall work in conjunction with personnel from the Office-of-Information Systems-TechnologyOIT to develop automated solutions to the Department's business problems.

3.1 OITS RESPONSIBILITIES AND ROLES

The Office-of-Information-Systems-TechnologyOIT shall be responsible for:

- 1) 1)—administration of the Department's information resource management and communications programs;
- 2) 2)—providing staff highly trained in information resource-management and technology;

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- 3) ~~3)~~ ensuring the integrity and safeguarding of the data within the systems of the Department's computers over which the OITS has control;
- 4) ~~4)~~ the development and/or acquisition, maintenance and operational support of all Department mission critical applications (mission critical applications are those in which information, if lacking or inaccurate, will have an adverse affect on the performance and management of the Department);
- 5) ~~5)~~ developing, publishing and distributing departmental procedures, directives, policy statements, rules, standards and guidelines for information resources;
- 6) ~~6)~~ overseeing ~~computer systems~~ information technology solutions developed and/or acquired by end-users to solve their particular business needs;
- 7) ~~7)~~ providing consulting services to end-user offices on information technology issues to make the most efficient use of the appropriate technology for a particular application;
- 8) ~~8)~~ testing and certifying hardware and software for ~~FDOT~~ Department use;
- 9) ~~9)~~ serving as coordinator for the distribution of hardware and software to the user community;
- 10) ~~10)~~ establishing and directing quality assurance monitoring of all units in the functional area of information resources;
- 11) ~~11)~~ assuring the Department's information ~~systems technology solutions~~ solutions are integrated, as appropriate, to facilitate the sharing of this important agency asset;
- and
- 12) ~~12)~~ providing advice, council and guidance to those ~~FDOT~~ Department offices that are desirous of developing ~~systems technology solutions~~ solutions within their office; and
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- 13) providing training to end-users regarding the IT policies, procedures and best practices via classroom, computer based training, or other methods.

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3.2 END-USER ROLES

FDOTDepartment Offices Responsibilities:

- 1) shall use as their source of data, the data residing on- the Department's mainframe and engineering/CADD computers, or available through the statewide FDOTDepartment network, unless there is a compelling reason to do otherwise, such reason shall be documented and forwarded to the Chief Information Officer (CIO) via the IRR system;
- 2) shall ensure the integrity of the data and systems as required by **Rule Chapter 60DD-274-24, Florida Administrative Code (FAC)**;
- 3) shall forward a copy of the documentation of the systems-technology solutions developed and/or acquired to the Chief Information OfficerCIO to be made a part of the Department's official file of information technology computer systems solutions documentation;
- 4) develop computer systems information technology solutions using appropriate hardware and -software;
- 5) consult with and request assistance from OIT the Office of Information Systems Technology; and-
- 6) shall ensure critical infrastructure or high-risk systems design and documentation is safeguarded under **F.S. Chapter 119, F.S.**, as applicable. This includes system topology, Internet Protocol schema and address ranges, remote switch or hub sites and other records which records, which might expose system vulnerabilities that would impact the mission of the Department or the public directly.
- 7) shall review and adhere to **FDOT Policy No. 001-325-060, Security and Use of Information Technology Resource, Topic No. 325-000-002, Information Technology Resource User's Manual, Information Technology Resource Standards, Chapter 74-2, FAC**, in addition to OIT Methods and Practices. These shall be reviewed within (90) ninety days of the employee's hire date or consultant's project start date. Existing employees shall review the updated policies, procedures, manuals, standards, in addition to methods and practices pertinent to perform their duties. Only material revised during the current evaluation period has to be reviewed by the end of the evaluation cycle.

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