




STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION
AND INFORMATION
Human Resources Division

Matthew H. Mead
Governor

Christopher Boswell
Director

Dean Fausset
Administrator

To: Agency HR Community

From: Dean Fausset, A&I Human Resources Division Administrator 

Subject: New Procedure to Fill Computer Technology Positions

Date: November 3, 2011

Governor Mead issued a memorandum to all agency directors on October 31, 2011, (see attachment) related to the consolidation of IT Positions. The directive states, no IT position may be filled until a review process has been completed by the CIO. The purpose of this memorandum is to inform you of the new requirements.

Effective October 31, 2011, all IT positions must be approved by the CIO prior to filling. The OCIO requires an agency to submit an IT Request Form, which can be located at: http://www.wyoming.gov/loc/04222011_1/docs/Pages/Forms.aspx and a copy of the current and past Job Content Questionnaire for the position. Please follow the instructions as attached. Additionally, any future reclassification of an IT position will also require the same procedures.

Any current IT recruitment which is open must receive OCIO approval prior to filling. Additionally, A&I-HRD will not approve any recruitment or review any reclassification of a IT position without prior OCIO approval.


Should you have specific questions concerning the approval process, please contact Teresa Canjar at teresa.canjar1@wyo.gov or 307-777-5492.

Please feel free to contact the A&I Human Resources Division should you need further assistance.

attachments



Office of the Governor

TO: All Agency Directors
FROM: Governor Matthew H. Mead 
SUBJECT: Consolidation of IT Positions
DATE: 10/31/2011

As you know it is the direction of this administration the State continue its efforts to consolidate information technology programs. I am working with the Legislature on short-term and long-term action items that will strengthen State information technology programs to improve services, eliminate redundant activities, and deliver improved technology solutions for State operations providing more efficient government for the citizens of Wyoming.

For the next step in this process I am directing a review of all vacant IT positions within the executive branch, excluding the University of Wyoming and community colleges. The review process, explained in the attachment will enable my office to identify areas for optimizing within Wyoming IT staffing assignments. No IT positions will be filled until the review process in the attachment has been completed.

I am asking each agency Director to look at the information technology staffing requirements with a goal of consolidating the positions and roles that are not absolutely specific to the agency's expertise. This office recognizes the excellent work of the IT transformation and consolidation Committee in their report dated June 30, 2010. Our review process is informed by those efforts and will focus on, but not be limited to, network service, email service, file server administration, IT storage service, server virtualization, data center service and IT security. In terms of data center services, it is my direction that all State IT servers in Cheyenne be housed within one of the two Enterprise data centers located in the Herschler and Emerson buildings. I am directing the CIO to review individual requests for exception to this direction based on a service level assessment.

I would also ask each agency Director to consider other opportunities to consolidate IT efforts and discuss those options with the Chief Information Officer, Flint Waters.

I look forward to your assistance and enthusiastic cooperation in this effort. Should you have any questions or desire further information, please contact Deputy Chief of Staff Tony Young.

Vacant IT Position Review Process
Computer Technology Operation Group Classifications

Agency:

Complete IT Request form with justification of one of the following preferred options and provide current and past position's Job Content Questionnaire (JCQ):

1. Position remains as is; within the agency
2. Position is transferred to the OCIO Enterprise Technology Services (ETS); individual works primarily within the agency
3. Position is transferred to ETS; ETS assumes core responsibilities and duties of the position

IT Policy Council (ITPC):

1. Review supporting documentation submitted by agency
2. Make recommendations to CIO and A&I Director

CIO and A&I Director:

1. Review recommendations and supporting documentation
2. Propose one of the above options or recommend position is returned to Legislature (not filled); ETS assumes core responsibilities and duties of the position

Governor:

The Governor's office will review the IT report submitted by each agency as directed in April, 2011. This report may aid in the determination of position outcomes. The Governor's office will review the submitted recommendations and make a final decision. If a position and associated funding requires transfer, the B-11 process will be utilized.