



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Mark Danaj

**SUBJECT: ADOPTION OF STATEMENT  
OF POLICY AND QUESTIONS  
FOR PROSPECTIVE  
INFORMATION  
TECHNOLOGY DIRECTOR**

**DATE:** October 9, 2007

Approved

*Ray Winer*

Date

*10/10/07*

## RECOMMENDATION

It is recommended that Council adopt a Statement of Policy and City Council Questions related to the selection of a new Information Technology Director as described in this memo, in compliance with City Charter Section 411.1.

## BACKGROUND

In December 2001, the City Council adopted a process for Council confirmation of department head appointments, in compliance with City Charter Section 411.1. The process requires that the Council, prior to meeting with the City Manager's recommended candidate for department head positions that are subject to the Charter's requirements, adopt a statement of policy for the department involved, along with proposed questions for the Council to present to the prospective appointee.

At the direction of the City Manager, Human Resources staff is coordinating the efforts of Avery Associates for this recruitment. Council adoption of the Statement of Policy and Council questions will assist the Department in selecting the ideal candidates for these positions.

## ANALYSIS

The consultant firm is currently conducting a nationwide recruitment for qualified candidates. The City Manager will then conduct an interview process guided by the input provided by Council through its adoption of the attached documents. At the conclusion of that process, the Manager will present a proposed appointee for this position to the Council for consideration at Closed Session, along with written answers to the questions adopted by Council as part of this

October 9, 2007

Subject: Adoption of Statement of Policy and Questions for Prospective IT Director

Page 2

action. If Council confirms the nominee, the appointment would be formally approved at that afternoon's Council meeting.

The proposed Statement of Policy reflects the department's mission and core services as proposed for approval by Council as part of this year's budget process. The proposed broad goals, objectives, and aspirations for the department were developed based on previous Council direction and key issues facing the department.

The proposed Council Questions reflect those adopted for the most recent department head hiring processes. Further questions specific to this department may be added, and of course, Council members will be able to ask further questions of the proposed appointee in the Closed Session.

### **PUBLIC OUTREACH**

Outreach involved meeting with selected stakeholders and stakeholder involvement in the hiring process.

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
  
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
  
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

### **COORDINATION**

This memo has been coordinated with the City Manager's Office and the Information Technology Department.

### **COST IMPLICATIONS**

None

HONORABLE MAYOR AND CITY COUNCIL

October 9, 2007

Subject: Adoption of Statement of Policy and Questions for Prospective IT Director

Page 3

**CEQA**

Not a project.



MARK DANAJ  
Director, Human Resources

If you have any questions, please contact Mark Danaj at 408.975.1475.

Attachments



**STATEMENT OF POLICY**  
**Information Technology Department**

**Department Mission**

Enable the service delivery of our customers through the integration of Citywide technology resources

**Core Services**

- Manage and Support the Information Technology Infrastructure
- Provide Enterprise Technology Systems and Solutions
- Support Departmental Technology Services

**Council Policy**

Council policy as to performance measures, resource allocation, and project delivery is contained in the 2007-08 Adopted Operating Budget, and the 2007-08 Adopted Capital Budget/2004-08 Capital Improvement Plan.

Other proposed broad goals, objectives, and aspirations include:

- Long-term strategic planning and execution for the Citywide delivery of consistent technology support via electronic content management, web and GIS technologies.
- Establishment of governance models to improve quality of engagement among IT and City departments.
- Establishment of ongoing funding sources for information technology initiatives, including both operational and capital expense requirements.
- Facilitation of successful partnerships with City departments for business application support in terms of master planning activities, business process analysis, project management enhancements, and integration of IT with subject matter experts.
- Strengthen policy and procedure with regard to information technology in support of best practices with information security, application development standards, technology procurement standards, and return on investment/cost-benefit standards for large interdepartmental improvement projects.

**CITY COUNCIL QUESTIONS  
DEPARTMENT HEAD HIRING PROCESSES**

1. Please describe your education, experience, and accomplishments, and explain how they prepare you for this position.
2. The Statement of Policy for the department lists the Council's approved goals, objectives, and aspirations. Please explain, in general terms, your planned approach to these issues.
3. If there are any other major challenges you see for the department, please describe your planned approach to dealing with them.
4. What is your plan for ensuring that you maintain good communication with the Mayor and City Council members? What is your plan for maintaining good communication as to your department's services and activities with the general public?
5. San José is a city that enjoys a strong economic base, tremendous diversity, and the lowest big city crime rate in the country. At the same time, we face the need to strengthen our neighborhoods, continuously improve the services we provide, and grow wisely. How do you see yourself and this department contributing to successfully meeting those challenges?
6. Who do you see as the department's customers?
7. What standards would you like to have in place to measure performance of the department in providing timely, efficient, and informative service to its customers?