

**TITLE 2 – GOVERNMENT ADMINISTRATION
PART II – DEPARTMENTS; DIVISIONS
CHAPTER 2-20-INFORMATION TECHNOLOGY DEPARTMENT**

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Legislative History: Enacted on September 12, 2018 by Resolution No. C09-205-18 and Ordinance No. 21-18.

SUBCHAPTER A GENERAL PROVISIONS

Section 10 Purpose (2 PYTC § 2-20-10)

The purpose of this chapter is to establish the Information Technology Department of the Pascua Yaqui Tribe and to provide authorization and guidance for its operation.

Section 20 Short Title; Codification (2 PYTC § 2-20-20)

This ordinance shall be known as the “Pascua Yaqui Information Technology Ordinance of 2018.”

Section 30 Establishment (2 PYTC §2-20-30)

(A) The Information Technology Department is hereby established as a department in the Executive Branch of the Pascua Yaqui Government.

Section 40 Purpose of Department (2 PYTC §2-20-40)

The purpose of the Information Technology Department is to manage operations of the Pascua Yaqui Tribal government technology platform, to include:

- (A) Operate, maintain, and repair the information technology infrastructure;
- (B) Develop policies and procedures for the proper use and safe operation of the Tribe’s technology;
- (C) Develop, monitor, and enforce cyber security policies to protect the confidentiality and integrity of and access to the Tribe’s data;
- (D) Procure technology hardware, software, and services;
- (E) Develop software supporting tribal enterprises, departments, and programs;
- (F) Provide technology consulting and project management for the Tribe’s government;
- (G) Develop and enhance the Tribe’s physical and logical technology infrastructure;
- (H) Provide technical support for installed technology systems;
- (I) Provide technical training to all Tribal employees as may be required for the efficient and proper use of custom and commercially available software;
- (J) Pursue and recommend novel information technology software, hardware, and platforms whose use would benefit the Tribe as such technology, software, and platforms become available; and
- (K) Provide review and concurrence of all proposed software implementations or purchases by any department, division or program prior to Tribal Council consideration.

Section 50 Mission (2 PYTC § 2-20-50)

The mission of the Information Technology Department is to plan, develop, maintain, and support the technological requirements of the Pascua Yaqui Tribal government, which are needed to effectively administer to the needs of the community. This mission includes, but is not limited to , supporting the physical infrastructure, equipment, communication, options, as well as the applications and software needed to run the many programs of the government; keeping current with technology; introducing those systems that will increase efficiency, and improve the ability of the government to conduct business; and mentoring the next generation of Tribal Members through increasing their participation and leadership roles in the technological future of the Tribe.

SUBCHAPTER B DIRECTOR

Section 60 Creation and Appointment (2 PYTC § 2-20-60)

- (A) The position of Information Technology Department Director is hereby created.
- (B) The Director shall not be deemed to be a “tribal officer” as defined in Article VII of the Constitution of the Pascua Yaqui Tribe; and
- (C) The Director shall be nominated by the Chairperson and must be approved by the Tribal Council by majority vote (no less than six (6) votes) of the entire Council. Approval by the Tribal Council will constitute appointment to the position of Director.
- (D) The Director will be a full-time employee of the Tribe and will be paid compensation commensurate with his or her skills, education, experience, and responsibilities within the standards of compensation, if any, established by the Tribe.
- (E) The Director must report to, and will be directly supervised by, the Chairperson.
- (F) The Director serves at the pleasure of the Tribal Council, and may be removed from that position only by a majority vote (no less than six (6) votes) of the entire Tribal Council.

Section 70 General Duties of Director (2 PYTC § 2-20-70)

- (A) The Director will administer, supervise and direct the activities of the Department.
- (B) The Director will advise the Chairperson with respect to:
 - (1) Establishment of, and conformance with, policies and procedures of the Department;
 - (2) The programs administered by the Department;
 - (3) External legislation and regulations effecting departmental operations; and
 - (4) Inventory and appropriate use of materials and infrastructure.

Section 80 Supervisory Duties and Authorities of Director (2 PYTC § 2-20-80)

- (A) The Director has authority to select, appoint, and hire employees necessary to carry out the laws, regulations, policies and programs adopted by the Tribal Council including, but not limited to;
 - (1) Hiring authority, subject to the policies and procedures of the Tribe’s Employees Handbook and Personnel policies;

- (2) Terminations authority, subject to the policies and procedures of the Tribe's Employee Handbook and Personnel policies;
 - (3) Personnel discipline;
 - (4) Personnel performance review; and
 - (5) Personnel job assignments;
- (B) The Director has authority to delegate any function, powers, and authorities to other employees of the Department, except as may be prohibited by Tribal law.
 - (C) The Director has budgetary authority for the Department.
 - (D) The Director has authority to develop and implement internal policies for the efficient and effective administration of the Department.
 - (E) The Director has signature authority for the Department, except as may be permissibly delegated.

SUBCHAPTER C ORGANIZATION

Section 90 Organization (2 PYTC § 2-20-90)

- (A) The Department consists of a Director and such departments and offices necessary for the execution of its mission, performance of its mandated functions, and to achieve its long and short term goals and objectives.
- (B) The Department may employ staff professionals, support personnel, and/or contract with professional service firms as the Director determines, consistent with the laws of the Tribe and approved budgetary authority.
- (C) The Department must maintain a current organizational chart. The organizational chart must accompany its annual budget submission and any budget modification requests during the fiscal year, in accordance with the Tribe's Fiscal Management Ordinance.

SUBCHAPTER D AUTHORIZED PROGRAMS

Section 100 Authorized Programs (2 PYTC § 2-20-100)

- (A) The Department will have Administrative Responsibility for the following authorized programs, and such other programs as the Tribal Council or the Chairperson may establish and assign.
 - (1) Information Technology, which shall include:
 - (a) Administrative Support
 - (b) Technology Infrastructure
 - (c) Client Services/Helpdesk
 - (d) Programing; and
 - (e) Operations

- (B) If a program is authorized by the Tribal Council, it may terminate such program at any time, and such termination shall act as a revision to this Chapter.
- (C) If a program is authorized by the Chairperson, it may be terminated, in whole or in part, by either the Chairperson or the Tribal Council.

SUBCHAPTER E PROGRAM EVALUATION MONITORING

Section 110 Program Evaluation and Monitoring (2 PYTC § 2-20-110)

- (A) The Director must conduct ongoing evaluation of all programs under his or her control.
- (B) The Director must monitor all programs under his or her control on a regular basis.
- (C) In the event the Director discovers any irregularity in a program under his or her control, he or she must report that irregularity immediately to the Chairperson.

Section 120 Reporting (2 PYTC §2-20-120)

- (A) The Director will provide reports and meet with the Chairperson with respect to the Department's operations and significant activities on a regular basis.
- (B) The Director must report to the Chairperson with respect to programs under his or her control on a schedule determined by the Chairperson.