#### ORDINANCE NO. 2011-02

AN ORDINANCE OF THE CITY OF SANTA CRUZ REPEALING CHAPTER 2.14 OF THE SANTA CRUZ MUNICIPAL CODE PERTAINING TO THE INFORMATION TECHNOLOGY DEPARTMENT AND ADDING A NEW CHAPTER 2.14 TO THE SANTA CRUZ MUNICIPAL CODE PERTAINING TO THE ESTABLISHMENT OF THE ADMINISTRATIVE SERVICES DEPARTMENT TO BE COMPRISED OF A HUMAN RESOURCES DIVISION AND AN INFORMATION TECHNOLOGY DIVISION

BE IT ORDAINED By The City Of Santa Cruz As Follows:

<u>Section 1.</u> Chapter 2.14 of the Santa Cruz Municipal Code is hereby repealed.

<u>Section 2.</u> A new Chapter 2.14 is hereby added to the Santa Cruz Municipal Code to read as follows:

## "Chapter 2.14 ADMINISTRATIVE SERVICES DEPARTMENT

### Sections:

2.14.010 Established.

2.14.020 Division services.

### 2.14.010 ESTABLISHED.

The City of Santa Cruz Administrative Services Department is hereby established. Said department shall be comprised of a Human Resources Division and an Information Technology Division. Said department shall be directed and supervised by the City's Administrative Services Director.

### 2.14.020 DIVISION SERVICES.

- (1) Human Resources Division. The Human Resources Division shall provide services and programs which assist City departments in developing and maintaining a qualified, effective and diverse workforce, deliver employment-related services to the City's employees and to job applicants, ensure equal employment opportunity, facilitate employee and labor relations, and perform such other related tasks as may be assigned by the Administrative Services Director.
- (2) Information Technology Division. The Information Technology Division shall provide service, planning and support for city-wide data communications and telecommunications, support for business applications and GIS services to all City departments and perform such other related tasks as may be assigned by the Administrative Services Director.

<u>Section 3.</u> This ordinance shall be in force and take effect thirty (30) days after its final adoption.

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PASSED FOR PUBLICATION this 8th day of February, 2011, by the following vote: AYES: Councilmembers Robinson, Beiers, Madrigal, Terrazas; Bryant, Vice Mayor Lane; Mayor Coonerty. NOES: None. ABSENT: None. DISQUALIFIED: None. APPROVED: ss/Ryan Coonerty, Mayor. ATTEST: ss/Tom Graves, Interim City Clerk. This Ordinance is scheduled for further consideration at the Council meeting of February 22, 2011.