

On motion of Ms. Lee-Sheng, seconded by Mr. Roberts, the following ordinance was offered:

**SUMMARY NO. 24778      ORDINANCE NO. 25398**

An ordinance to amend Ordinance No. 13709, The Executive Pay Plan for the unclassified employees and officers of the Parish of Jefferson, to change the pay grade assignment for the job classification of Director of Electronic Information Systems and amending the Jefferson Parish Code of Ordinance , Chapter 2. Administration, Article V. Departments, Division 8.5 Department of Electronic Information Systems Management, Section 2-231- Duties of the director; and creating Division 8.6, Sections 2-232 through 2-235 to transfer the Office of Telecommunications and duties of Director of Telecommunications; and to provide for related matters. (Parishwide)

**WHEREAS**, the Department of Human Resource Management has conducted a job analysis on this position with the MaxArcher software program to evaluate the current duties and responsibilities along with educational and experience requirements required for this position; and

**WHEREAS**, the evaluation of the duties and additional responsibilities of the job classification of Director of Electronic Information Systems indicates that the pay grade assignment should be changed from Pay Grade 17 to Pay Grade 19; and

**WHEREAS**, the Office of Telecommunications will be brought under the direction of the Director of Electronic Information Systems Management and thus will be moved from Division 7. Office of Fire Services, Section 2-214 through Section 2-215 to Division 8.6. Office of Telecommunications, Section 2-232 through 2-235.

**THE JEFFERSON PARISH COUNCIL HEREBY ORDAINS:**

**SECTION 1.** Ordinance No. 13709, The Executive Pay Plan for the unclassified employees and officers of the parish of Jefferson be, and is hereby, amended to change the pay grade assignment for the Director of Electronic Information Systems from pay grade 17 to 19.

**SECTION 2.** That Chapter 2. Administration, Article V. Departments, Division 8.5 Department of Electronic Information Systems, Section 2-231 of the Code of Ordinances of Jefferson Parish, Louisiana, is hereby amended to read as follows:

**Sec. 2-231- Duties of the Director**

The director of electronic information systems management shall:

- 1) Manage department operations of the electronic information systems management department **and the office of telecommunications;**
- (2) Direct staff persons assigned to the department, including hiring, termination, enforcement of work rules and regulations, delegation of department work assignments and other related administrative/management duties and responsibilities;
- (3) Provide policy guidance to the president and deputy C.A.A. in the area of electronic information systems;
- (4) Plan, formulate, develop, and evaluate operating policies, procedures and programs relating to use of various parish electronic information systems;
- (5) Member of the parish data processing advisory committee;
- (6) Negotiate and oversee any and all business activities with contracted computer related vendors and computer software providers;
- (7) Provide leadership for G.I.S./SCADA operations, data processing operations, and other related parish electronic information systems;
- (8) Interface with public works as it relates to G.I.S./SCADA operations and services;
- (9) Coordinate budget formulation and management activities in the electronic information systems management department;
- (10) Prepare reports on departmental operations evaluating performance against established objectives, and special reports relative to electronic information systems;

- (11) Serve as primary liaison to the government and non-government users of parish's electronic information systems;
- (12) May represent parish president or deputy C.A.A. at meetings relative to electronic information systems;
- (13) Conduct field inspections, visit and observe electronic information systems operations;

**(14) Direct the operations of the telecommunications systems.**

**SECTION 3.** That Chapter 2. Administration, Article V. Departments, of the Code of Ordinances of Jefferson Parish, Louisiana, be and is hereby, amended by deleting Division 7. Office of Fire Services, Section 2-214. Office of Telecommunications; director of telecommunications and Section 2-215. Maintenance of gate access code information for gated communities.

**SECTION 4.** That the Code of Ordinances of Jefferson Parish, Louisiana, is hereby amended by adding sections to be numbered Chapter 2. Administration, Article V. Departments, Division 8.6 the Office of Telecommunications and the position of Director of Telecommunications, Sec. 2-232 through 2-235 to read as follows:

**Sec. 2-232. Office of telecommunications and director of telecommunications created.**

**The office of telecommunications and position of director of telecommunications is hereby created and are under the supervision of the Director of Electronic Information Systems.**

**Sec. 2-233. Qualifications and appointment of director**

**(a) Qualifications. The director of telecommunications must have five (5) years of highly responsible, professional level experience in the field of telecommunications. All experience must have been in the administrative or senior managerial capacity, with responsibility for the development, management and operation of a major division of a telecommunications organization network; to include Voice over Internet Protocol telephony, Session initiation Protocol (SIP) trunking, Wide Area Networks, and video conferencing; must have a working knowledge of Enhanced 911 Service with ALI, ANI selective routing; must have a thorough knowledge of the Association of Public-Safety Communications Officers Project 25 (phase I & Phase II) trunking radio systems; must have a thorough knowledge of public service commissioners rates and tariffs as they apply to parish telephone systems; must have a thorough knowledge of the Federal Communications Commission Rules and Regulations as they apply to local government agencies; must have thorough knowledge of consolidated fire, police, and emergency medical computer-aided dispatching; must have working knowledge of all radios and telephone equipment used in the parish.**

**(b) Appointment. The director of telecommunications shall be appointed by the parish president with the approval of the council and shall devote his entire efforts to the purpose for which this department has been created and any other such activities and/or responsibilities as the parish president may direct.**

**Sec. 2-234. Duties of director**

**The director of telecommunications will be responsible for:**

**(1) management and supervision over all coordination, planning, and installation of new Jefferson Parish radio/telephone systems, including telephone and radio maintenance services, data transmission networks, teletype and facsimile networks, satellite and microwave services, mobile telephone services, intercoms and electromechanical paging and public address systems, radio paging eight hundred (800) MHz trunked and eight hundred (800) MHz conventional systems, related communications systems.**

**(2) Serves as the liaison between Jefferson Parish and the Sheriff of Jefferson Parish regarding the operation of the Jefferson Parish Enhanced 911 Computer-Aided Dispatch Center;**

- (3) Assumes full responsibilities for all telecommunications systems and maintenance services operated by the parish;
- (4) Directs, oversees, and coordinates the activities of all areas that comprise the office of telecommunication services;
- (5) Directs the development of the parish network for communications, all centralized and individual agency telephone systems for the parish;
- (6) Directs the development of performance specifications for procurement through the parish ownership or leasing of all communications equipment and systems;
- (7) Assures that all long- and short-term planning is performed in accordance with overall telecommunications policy of the parish;
- (8) Supervises all telecommunication contracts to ensure compliance with specifications of contracts;
- (9) Meets with other parish officials, including representatives of major users, groups, and boards, to ensure that planning is done in accordance with their needs and requirements;
- (10) Maintains a thorough knowledge and overall awareness of developments and trends in all areas of telecommunications through study and peer group activities;
- (11) Develops policies and procedures to be adhered to by all parish departments.

Sec. 2-235. Maintenance of gate access code information for gated communities.

In addition to the duties and responsibilities listed in section 2-234 herein, the office of telecommunications shall compile and maintain a list of all gate access codes for all gated communities. The office of telecommunications shall update this list quarterly, each such update to be completed by no later than the 15th day of the months of January, April, July and October. The updates shall also include gate access codes for any new gated communities added by the office of telecommunications to its list of gated communities. The director shall make the updated lists of gate access codes available to the 9-1-1 Communications Center for distribution of the information to law enforcement, fire protection, hazardous materials or emergency medical personnel as needed to respond to emergencies.


**SECTION 5.** That all other ordinances or parts thereof, in conflict herewith, are hereby repealed.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

**YEAS: 7      NAYS: None      ABSENT: None**

This ordinance was declared to be adopted on the 12<sup>th</sup> day of July, 2017, and shall become effective as follows, if signed forthwith by the Parish President, ten (10) days after adoption, thereafter, upon signature by the Parish President, or, if not signed by the parish President upon expiration of the time for ordinances to be considered finally adopted without the signature of the parish President, as provided in Section 2.07 of the Charter. If vetoed by the parish President and subsequently approved by the Council, this Ordinance shall become effective on the day of such approval.

THE FOREGOING IS CERTIFIED  
TO BE A TRUE & CORRECT COPY

  
EULA A. LOPEZ  
PARISH CLERK  
JEFFERSON PARISH COUNCIL