

CWRU IT Centralization Working Group on Personnel

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Charter

The Working Group on Personnel will operate in an advisory capacity to the CWRU Chief Information Officer (CIO). It will provide to the CIO:

The working group will assemble a census of staff it identifies as carrying out IT work, according to the guidelines it develops, that will include the following information as of 1 March 2016 for each person:

- Name and employee ID
- Home department and speedtype
- Title, salary grade, and salary
- Salary distribution by speedtype
- Name and title of direct supervisor
- Official job description
- All duties and responsibilities
- Percentage of time spent on IT duties and responsibilities
- IT skills
- Areas of interest in professional growth and development

The working group will enlist the help and support of finance directors, IT directors, and others to collect the information for the census.

Although many staff members are easily identifiable as IT or non-IT, the working group will provide guidelines for making such determinations in cases of split IT / non-IT responsibilities.

The working group will provide guidelines for deciding whether IT staff should be included in the centralization effort or kept within their current organization.

The working group will complete and deliver its work on recommended guidelines to the CIO no later than March 31, 2016, and will deliver the census as soon as possible thereafter but no later than April 30, 2016.