

BIT-1.04 - Administrative Rule Development (IT) - [Printable Version](#)

ADMINISTRATIVE RULE DEVELOPMENT (IT)

Administrative Rule Adopted by Council

ARC-BIT-1.04

Section 1 - Introduction

The process for policy development shall follow the guidelines set out in the Office of Management and Finance Formation and Issuance of Citywide Administrative Services Rules.

Section 2 - Administrative Rule

Within the parameters of the OMF rules development policy, the CIO, (or designee,) will facilitate stakeholder collaboration, preparation of the business case analysis, and documentation and reporting of stakeholder input to the CAO.

The CIO may use any mechanism(s) deemed appropriate to facilitate stakeholder collaboration in the policy development process. The CIO shall determine the scope of such collaboration, which may include, but is not limited to:

- Use of existing, established workgroups or forums;
 - Establishment of new workgroups comprised of relevant personnel;
 - Establishment of technical committees to provide expertise in the development of the policy/standard, including but not limited to, the preparation of technical standards and specifications, and/or assisting in the preparation of data or analysis for a business case analysis of proposed alternatives.
 - Stakeholders may include Bureau Managers, business process managers, staff, and/or representatives from the private sector, or the general public.
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Section 3 - Responsibility

Development and/or revision of an administrative services rule is the responsibility of the CAO and directors of the citywide administrative services provider bureaus, or their designees, following these steps:

- Unless initiated by the CAO, notify the CAO when a new or revised rule is under consideration;
- Develop a problem definition and rule direction statement;
- Note authority for rule and any existing rules or policies to be replaced;

- Identify key stakeholders;
 - Include research of best practices in rule development;
 - Draft rule and provide to CAO for review and initial approval;
 - Distribute draft rule to identified stakeholders for review and comment. The review period will not be shorter than 15 days;
 - Meet with bureaus and other identified stakeholders as needed to receive comments and feedback;
 - CAO formally approves the rule and ensures it is disseminated to Council and to all City bureaus.
 - The rule is submitted for Council approval.
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HISTORY

Ordinance No. 177048

Passed by Council November 6, 2002. Effective November 6, 2002.