Washington State Geospatial Portal

Roles & Responsibilities

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| Version | Date | Revised by | Description of changes |
| 2.0 | 12/9/2011 | Joy Paulus | Major revision |
| 3.0 | 6/21/2016 | Joy Paulus | Organization changes |
| 4.0 | 12/28/2016 | Joy Paulus | Organization & change management |
| 4.1 | 2/16/2018 | Tim Minter | GPSC Chair transition procedure |
| 4.2 | 12/13/2018 | Joanne Markert & Tim Minter | Rewrite and reorganize |
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Contents

[Washington State Geospatial Portal 2](#_Toc348910)

[Scope 2](#_Toc348911)

[Roles & Responsibilities 2](#_Toc348912)

[Data Consumer 2](#_Toc348913)

[Agency Data Manager 2](#_Toc348914)

[Technical Operations Team 3](#_Toc348915)

[Data Administrator 3](#_Toc348916)

[Application Administrator 3](#_Toc348917)

[Geospatial Portal Steering Committee (GPSC) 3](#_Toc348918)

[Funding 4](#_Toc348919)

[Appendix A: Geospatial Portal Assignments & Transitions 4](#_Toc348920)

# Washington State Geospatial Portal

The WA Geospatial Portal provides a common point of access for geospatial data and associated services. The Geospatial Portal creates efficiencies by reducing data management duplication among multiple Washington State agencies. Objectives are:

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| --- | --- |
| * Strategic data investments * Coordinated data acquisitions * Reduced duplication of state time * Improved coordination | * Shared geospatial web services * Common data distribution platform * Efficient data storage * Effective software licensing |

# Scope

WA state agencies contribute authoritative data, web services, and expertise to deliver both publicly available content and content that is privately available to WA state agencies. State agency data managers can share content in a self-serve mode or with support from the technical operations team.

Valid content for the Geospatial Portal includes geospatial data that:

* should be shared among Washington State business units and/or to the public
* is provided by an authoritative source
* meets Washington State policy and standards requirements

# Roles & Responsibilities

Named staff employed by Washington State agencies play key roles on the steering committee and the technical operations team. See Appendix A: Assignments & Transitions for details.

## Data Consumer

Two primary data consumer segments are:

1. Washington State citizens and other Internet users with no expectation of data delivery beyond that required by the Public Records Act
2. Washington State business units that require data delivery as input to business processes

Data consumers in the second segment have a responsibility to make their needs known to the Office of the Chief Information Officer, to the Geospatial Portal Steering Committee, and to agency data managers.

## Agency Data Manager

This role is key to delivering reliable, high quality data via the Geospatial Portal. This role operates in a self-service mode or in consultation and coordination with the Geospatial Portal Technical Operations Team. Agency data managers are responsible for:

* validating that their agencies’ content belongs in the Geospatial Portal
* ensuring that their agencies’ published data aligns with Washington State policies and standards
* coordinating within their agencies and with external stakeholder groups to ensure utility of their published content
* managing changes to their published items by following the guidance in Appendix B: Geospatial Portal Change Management for Shared Items
* consulting and coordinating with the Geospatial Portal Technical Operations Team for assisted publishing

## Technical Operations Team

With the commoditization of information technology infrastructure, the State GIS Coordinator is able to obtain service-based support for network, hardware, operating system, and security administration. Remaining support roles are Data Administrator and Application Administrator.

### Data Administrator

This role is responsible for:

* assisting agency data managers with:
  + validating that their agencies’ content belongs in the Geospatial Portal
  + ensuring that their agencies’ published data aligns with Washington State policies and standards
  + coordinating within their agencies and with external stakeholder groups to ensure utility of their published content
  + managing changes to their published items by following the guidance in Appendix B: Geospatial Portal Change Management for Shared Items
* deploying agency and acquired data sets to Geospatial Portal infrastructure

### Application Administrator

This role is responsible for:

* configuring and deploying Geospatial Portal components to the provided IT infrastructure
* applying application security and patches to operational components
* upgrading operational components in alignment with GPSC needs and Washington State policies and standards

## Geospatial Portal Steering Committee (GPSC)

The GPSC is a subcommittee of the Geographic Information Technology (GIT) Committee. The GIT is a standing committee of the Office of the Chief Information Officer (OCIO), which is the executive sponsor for enterprise geospatial initiatives. The OCIO’s Geospatial Program Office (GPO) is staffed by the State GIS Coordinator, who co-chairs the GIT.

GPSC members represent the 29 Washington State agencies that fund the Geospatial Portal. GIT agency representatives or agency chief information officers delegate representatives to the GPSC. The GPSC members are charged with overseeing ongoing operations and acting as agency points of contact to ensure coordination and support for the Geospatial Portal. Responsibilities include:

* aligning improvement activities with the objectives and scope
* working with executive sponsors and agency data managers to enhance data quality and availability
* coordinating funding
* identifying and utilizing common approaches to delivering data
* developing and maintaining charter and process documentation

The GPSC is chaired by a representative from a funding agency and is rotated annually or biennially. The Chair is responsible for coordinating with members to set the agenda, conducting meetings, and setting voting procedures. In the event that the GPSC members cannot resolve an issue, then they will escalate it to the GIT for consideration and resolution.

# Funding

In 2012, the Washington State Department of Enterprise Services (DES) and the Office of Financial Management (OFM) determined that Geospatial Portal operations would be included as part of the DES rate restructuring. A GIS Central Services Allocation (179-GIS) was established and OFM included overall rate adjustments into agency budgets for those who had not previously participated in the Geospatial Portal maintenance and usage funding. The objective of taking this approach was to ensure that funding is revenue neutral for both existing and new adopters.

# Appendix A: Geospatial Portal Assignments & Transitions

This procedural document provides guidance for assigning and transitioning named staff among roles.