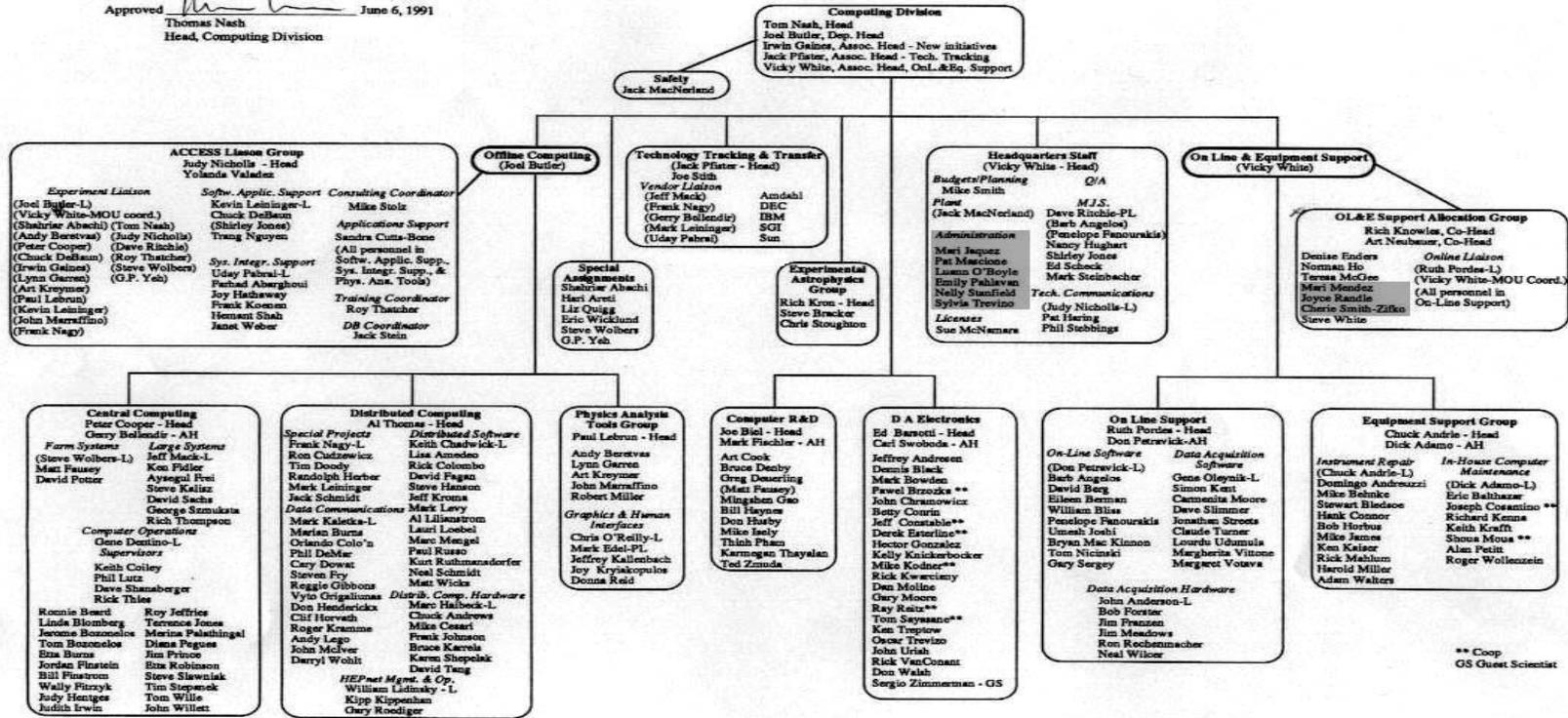


# Staff & Information Systems (SIS) June/91 = 9 admin to support 209

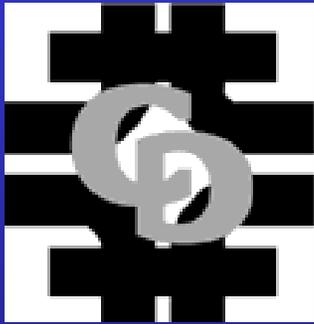


## Fermilab Computing Division Organization Chart

Approved *[Signature]* June 6, 1991  
Thomas Nash  
Head, Computing Division



\*\* Coop  
GS Guest Scientist

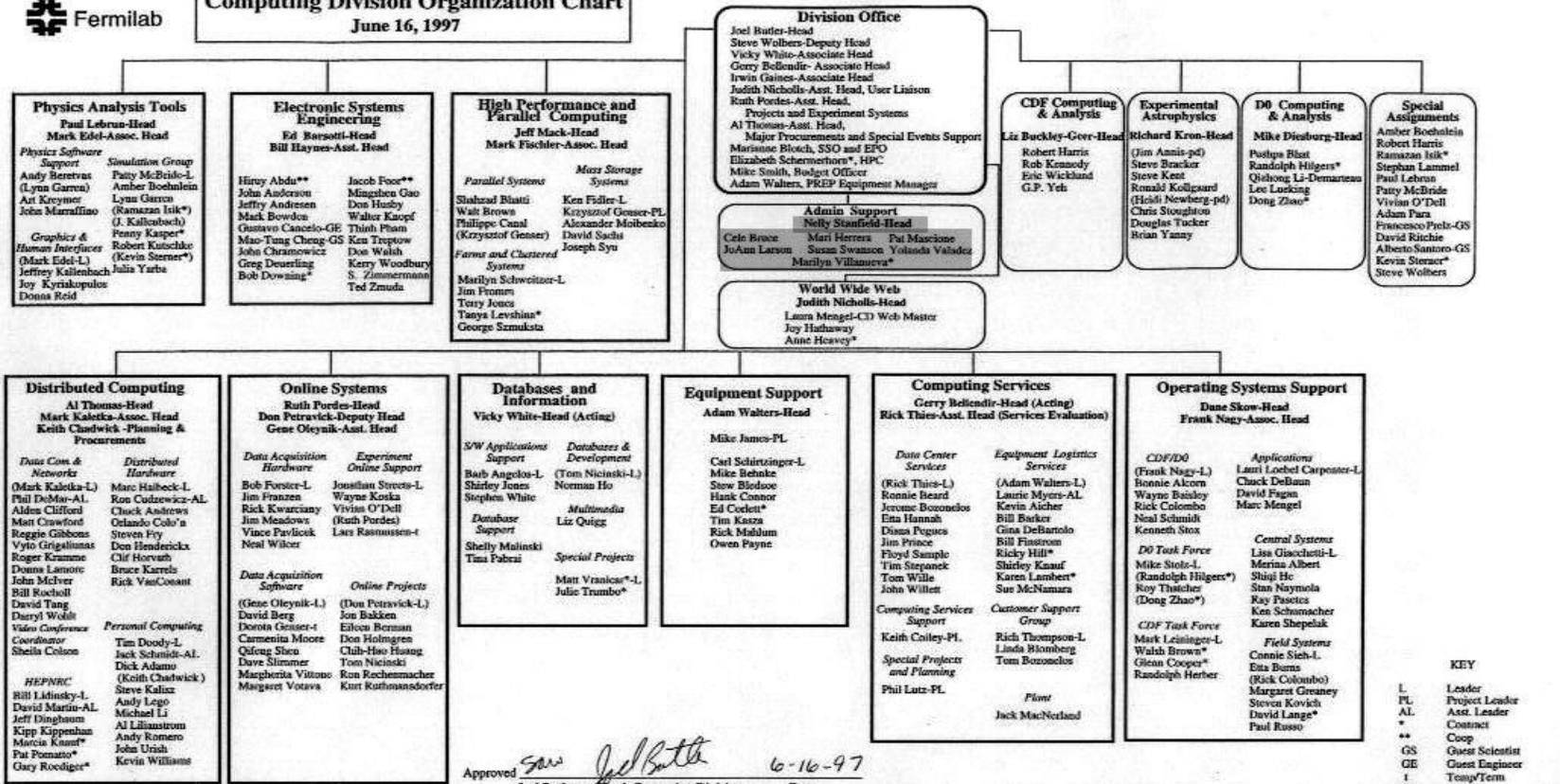


# Staff & Information Systems (SIS)

## June/97 = 8 admin to support 231

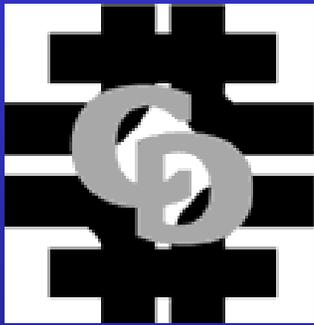


### Computing Division Organization Chart June 16, 1997



Approved *Joel Butler* 6-16-97  
 Joel Butler, Head, Computing Division Date

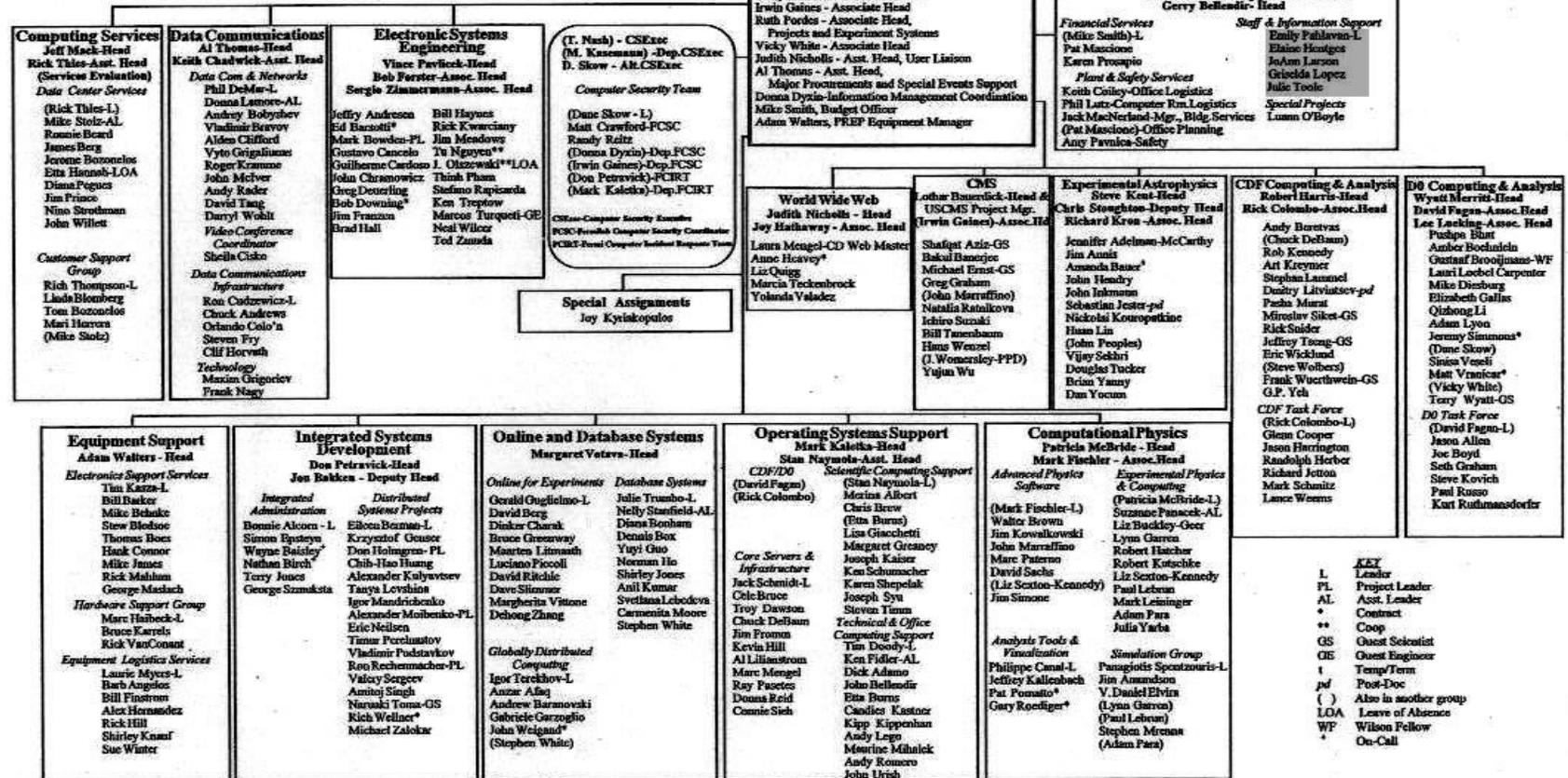
KEY  
 L Leader  
 PL Project Leader  
 AL Asst. Leader  
 \* Contract  
 \*\* Coop  
 GS Guest Scientist  
 GE Guest Engineer  
 t Temp/Term  
 pd Post-Doc  
 ( ) Also in another group

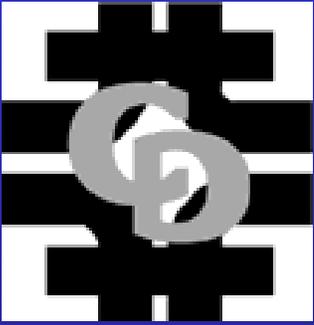


# Staff & Information Systems (SIS) Present = 5 admin to support 294



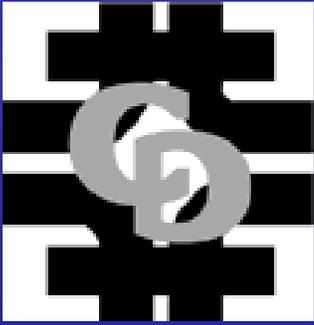
## Computing Division Organization Chart July 26, 2002





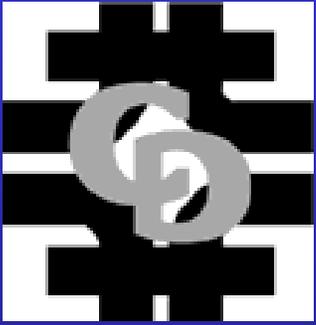
## Staff & Information Systems (SIS) Group (Current)

<u>Name</u>	<u>Location</u>
Emily Pahlavan	FCC1
Judy Hentges	FCC1
Julie Toole	FCC2
Joann Larson	FCC3
Griselda Lopez	WH9X



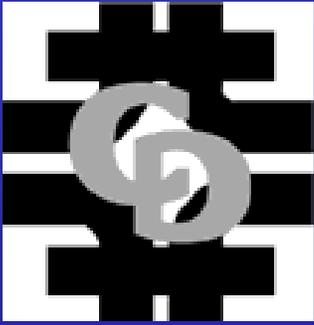
## Staff & Information Systems (SIS) Group Leader Responsibilities

- Supervise and monitor workload of group members
- Coordinate weekly group meetings
- Coordinate group re: upcoming projects, conferences
  - i.e., SC2002, Hepix, Large Cluster Computing, etc.
- Provide direction for division events, projects
- Coordinate training/rotation schedules
  - Meeting Maker (SIS calendar)
- Delegate d/o tasks during absences (matrix)
- Update/maintain internal webpage (CD shared info links)
  - i.e., Travel Track Reports
    - Foreign
    - Domestic



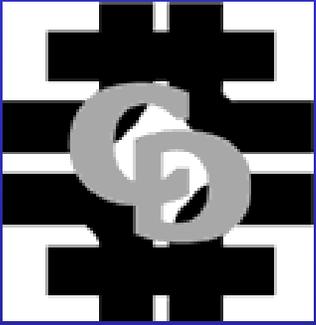
## Staff & Information Systems (SIS) Staff Assistant Responsibilities

- Coordinate division events
  - i.e., special events, picnics, decommissionings, etc.
- Coordinate/post and email division meeting agendas and rotation schedules
  - i.e., rotation schedule
- Update/maintain internal webpage (Division information links)
  - Division Events



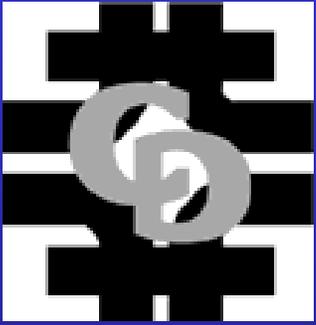
# Staff & Information Systems (SIS) Group Members General Responsibilities

- Core set of responsibilities
  - Miser/Matrix (CD) and MMS (lab)
  - Travel both foreign and domestic
    - Foreign travel load - tremendous increase (CMS)
  - Time and attendance processing
  - General administrative support
    - i.e., mail sorting, supplies inventory, printer support, conference room scheduling, etc.
  - Special projects
    - i.e., support for local conferences, coordination of group travel



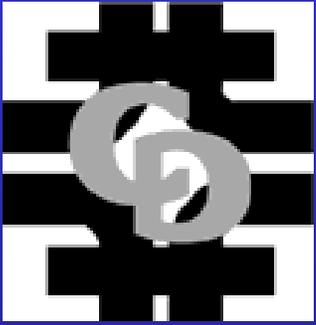
## Staff & Information Systems (SIS) Group Members General Responsibilities (cont.)

- Responsibilities consume full-time of SIS staff
  - Lean & efficient operation leaves no time for gopher jobs
  - Out-sourcing of menial tasks is necessary & efficient



## Staff & Information Systems (SIS) Group Operational Model

- The SIS group functions as a **GROUP**:
  - Admin tasks are shared/distributed across the group
  - Eliminates isolated islands of administrative support
- Cross training broadens skills & improves coverage
  - Secures continual production and workflow
  - Staff members rotated to encourage CD-wide perspective
  - Discourage CD members from dependency and ownership



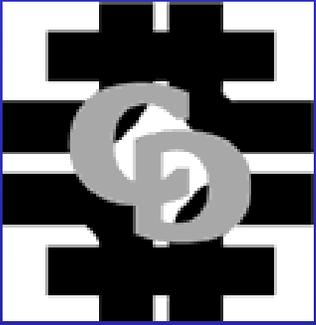
## Staff & Information Systems (SIS) Group Operational Model (cont.)

- Emphasis on documented procedures
  - Consistency in quality of work and tracking its status
- New model of admin support operation:
  - Different from the rest of the Laboratory's administrative support systems
  - But is (imho) the wave of the future
  - Embraces the practice of total quality management



## Staff & Information Systems (SIS) Future Group Direction

- Admin information flow electronically based:
  - Makes use of computer technology to support Division
  - The efficient way to utilize limited staff resources
  - Enhances/improves communication w/in the division
- Requires web skill development w/in the group:
  - Web skills will be a cornerstone for administrative support in the future (i.e. akin to typing)
- Continue individual professional development:
  - 3 out of 5 group members have a college degree



## Staff & Information Systems (SIS) Concerns

- Staffing:
  - Need additional administrative personnel to balance the workload
  - Admin support person will be on extended leave next spring
  - WH will need extra support as CMS ramps up
- Administrative support boundaries within CD:
  - CMS carving out its own admin support; supported outside of SIS Group:
    - Will cause administrative problems for Div Office
    - Loss of better administrative service for CMS