**COUNTY OF MILWAUKEE**
Inter-Office Communication

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| **Date:** | **February 13, 2024** |
| **To:** | Supervisor Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors |
| | Margo Franklin, Director and Chief Human Resources Officer, Department of Human Resources |
| **From:** | Jacqueline Bobo, Director and Chief Information Officer, Information Management Services Division, Department of Administrative Services |
| **Subject:** | From the Director and Chief Information Officer, Information Management Services Division, Department of Administrative Services requesting authorization to Abolish 1.0 Senior IT Manager Applications position and Create 1.0 IT Manager Applications position |
| **File Type:** | Action |

## REQUEST

The Director and Chief Information Officer of Information Management Services Division, Department of Administrative Services (DAS-IMSD) is requesting authorization to abolish 1.0 FTE Senior IT Manager Applications position and create 1.0 FTE IT Manager Applications position. There is no tax levy impact to this request.

## POLICY

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| **Wisconsin State Statutes:** | 59.17 |
| **Milwaukee County Code of General Ordinances:** | MCGO 17.05(1) |
| **Specific Adopted Budget:** | 2024 Adopted Budget |

## BACKGROUND

The DAS-IMSD Applications Team supports, maintains, and develops IT System Applications on behalf of County Departments and Staff. Within the Applications Team, the IT Application Managers oversee Application Analysts, Developers, and Architect Supervisors.

In January 2023, DAS-IMSD reclassed one IT Manager Applications to one Senior IT Manager Applications. On December 18, 2023, the individual in the Senior IT Manager Applications role was promoted to the IT Director Business Applications role. DAS-IMSD is requesting to abolish 1.0 FTE Senior IT Manager Applications position and recreate 1.0 FTE position at the IT Manager Applications level.

The Senior IT Manager Applications is a seasoned, experienced manager, who has held management positions previously. The IT Manager Applications may be staff who demonstrate management skills in previous work but may not have held a management position. The position

is responsible for effectively analyzing, planning, organizing, and leading teams in support of applications while managing risk, workload, scope, capacity, schedule, and budget. This position also works closely with project sponsors, business and technical partners, subject matter experts, end users, technical resources (internal and third-party vendors), senior management, and executives in the delivery and support of data analytics that ensure that the needs of business users are fully addressed, and continuous improvement is being achieved. The IT Manager Applications will be held accountable for ensuring that their team is meeting expectations and completing tasks.

This position was not included in the most recent Adopted Budget for two reasons: 1) the position was occupied by an experienced management professional. That individual has been promoted and a vacancy for the position has occurred. 2) This change will effectively reduce the pay range for the position.

## ALIGNMENT TO STRATEGIC PLAN
The creation of an IT Manager Applications would support the Department of Administrative Services – Information Management Services Division's alignment to the strategic plan areas 2B (Break down silos across County government to maximize access to and quality of services offered) and 3B (Enhance the County's fiscal health and sustainability).

## FISCAL EFFECT
The decrease in expense from the requested action will be absorbed within the adopted 2024 DAS-IMSD operating budget.

| Action | Title | FTE | Pay Grade | Annual Salary Range (without Social Security) |
|---|---|---|---|---|
| Abolish | Senior IT Manager Applications | 1.0 | 917A | $115,170 - $149,677 |
| Create | IT Manager Application | 1.0 | 917E | $93,517 - $121,531 |

## VIRTUAL MEETING INVITES
- Jacqueline Bobo – Director and Chief Information Office, Information Management Services Division, Department of Administrative Services
- Matt Johnson – IT Director Governance and Business Solutions, Information Management Services Division, Department of Administrative Services
- Keith Murphy – IT Director, Business Applications

## PREPARED BY:

*Matt Johnson – IT Director Governance and Business Solutions, DAS-IMSD*

*Jacqueline Bobo*

**Jacqueline Bobo**
*Director and Chief Information Officer*
DAS – Information Management Services Division

## APPROVED BY:

*Aaron Hertzberg*

**Aaron Hertzberg**

*Director of Administrative Services*
Department of Administrative Services


**<u>ATTACHMENTS:</u>**
DAS Report
DAS Resolution
DAS Fiscal Note

CC:     David Crowley, County Executive
          Liz Sumner, Chairperson, Committee on Finance
          Sequanna Taylor, Vice-Chairperson, Committee on Finance
          Mary Jo Meyers, Chief of Staff, County Executive's Office
          Kelly Bablitch, Chief of Staff, County Board of Supervisors
          Janelle M. Jensen, Legislative Services Division, Office of the County Clerk
          Aaron Herzberg, Director of Administrative Services
          Scott B. Manske, Comptroller
          Joseph Lamers, Director, Office of Performance, Strategy & Budget
          Lottie Maxwell-Mitchell, Sr. Budget and Management Analyst, Office of Performance, Strategy & Budget
          Lindsey Peterson, Operating Budget Manager, Office of Performance, Strategy & Budget
          Mary Polaris, Human Resources Business Partner, Department of Human Resources
          Vacant, Director of Compensation, Department of Human Resources
          Elena LaMendola, Financial Manager, Central Business Office
          Steve Cady, Director of Research & Policy, Office of the Comptroller
          Shanin Brown, Committee Coordinator, Office of the County Clerk