

# COUNTY OF MILWAUKEE

INTER-OFFICE COMMUNICATION

**DATE:** January 8, 2021

**TO:** Supervisor Marcelia Nicholson, Chairperson, County Board of Supervisors  
Margo Franklin, Chief Human Resources Officer, Department of Human Resources

**FROM:** Lynn J. Fyhrlund, Chief Information Officer and Director, Department of Administrative Services - Information Management Services Division

**SUBJECT:** **Requesting to create one (1.0) FTE Business Analyst position in the Department of Administrative Services - Information Management Services Division**

## **Request**

The Chief Information Officer and Director of Department of Administrative Services - Information Management Services Division is requesting authorization to create one full time equivalent (FTE) position, comprising of 1.0 FTE position of Business Analyst in the Department of Administrative Services - Information Management Services Division. This position will support the IT operations for House of Corrections.

## **Background/Position Duties**

This new Business Analyst position will support the public safety team, specifically the House of Corrections on its mission critical IT projects and systems, including Records Management System, Computer Aided Dispatch, Corrections Management System, Inmate related systems, and OnBase to ensure high quality and on-time delivery.

This individual will also be responsible for understanding stakeholder needs, identifying digitization opportunities, gathering requirements, training, testing, and aiding with other assigned activities for solution delivery and customer support and providing solutions for assigned projects.

Due to the 24x7 support requirements and criticality of services offered, the Public Safety team uses twenty six percent of Central Spend budget and has more IT requests than other departments. The House of Corrections has requested additional service and support than DAS-IMSD is able to offer with its current staff.

## **Fiscal Effect**

This position is budgeted at paygrade 29 (annual salary between \$60,790 - \$72,857) and is planned to be filled by April 1, 2021. Thus, the maximum pro-rata annual salary required in 2021 is \$58,823. This amount will be covered by a fund transfer from Agency 116's services and commodities expenditures to its personnel expenditures. As a result, the net operating expenditures is not expected to increase, and the tax levy will also not be impacted.

### **Recommendation**

Department of Administrative Services - Information Management Services Division recommends the County Board authorize the Chief Information Officer and Director, Department of Administrative Services - Information Management Services Division, or his designee, to create the following new full-time equivalent position:

<b>Position Requested</b>	<b>Number of Positions</b>	<b>Title Code</b>	<b>Pay Grade</b>
Business Analyst	1	00002752	29



Lynn J. Fyhrlund

Chief Information Officer and Director, Department of Administrative Services - Information Management Services Division

cc: Mary Jo Meyers, Chief of Staff, County Executive  
 Janelle Jensen, Legislative Services Division Manager, Office of the County Clerk  
 Margo Franklin, Chief Human Resources Officer  
 Julie A. Landry, Director of Administrative Services  
 Scott B. Manske, Comptroller  
 Supv. Jason Haas, Chair, Finance and Audit Committee  
 Supv. Eddie Cullen, Chair, Personnel Committee  
 Supv. Willie Johnson, Jr., Vice-Chair, Finance and Audit Committee  
 Supv. Shawn Rolland, Vice-Chair, Personnel Committee  
 Kelly Bablitch, Chief of Staff, County Board of Supervisors  
 Joseph Lamers, Director of Performance, Strategy and Budget  
 Steve Cady, Research & Policy Director, Comptroller's Office  
 Mary Polaris, Human Resources Business Partner  
 Shanin Brown, Committee Coordinator  
 Dean Legler, Director of Compensation  
 Amy McKinney, Sr. Budget and Management Analyst  
 Elena LaMendola, Manager, Central Business Office