

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: December 17, 2025

To: Supervisor Marcella Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Jaci 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 requests to abolish 1.0 FTE Business Development Analyst NR27 and create 1.0 FTE IT Project Office Manager NR31

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 Business Development Analyst position and create 1.0 FTE IT Project Office Manager position.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2025 Adopted Budget

BACKGROUND

DAS-IMSD has identified that the IMSD Business Relationship team, with the IT Project Management Office (PMO) as a part of it, demonstrate synergies when reporting to the same IT Director (i.e., Director Business Relationship Office) position. Under the Business Relationship group, Business Relationship Managers (BRMs) oversee the staff. Therefore, it is necessary to establish a similar manager position within the IT PMO team to oversee the IT Project Managers and lead the IT PMO's project delivery services and continuous improvement activities.

ALIGNMENT TO STRATEGIC PLAN

The creation of the IT Project Office Manager position will 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.
- 3B – Enhance the County's fiscal health and sustainability.

FISCAL EFFECT

The increase in expense from the requested action will be absorbed within the adopted 2026 DAS-IMSD operating budget.

POSITION INFORMATION

Action	Title	Pay Range	Annual Salary Range – 2,088 Hours
Abolish	Business Development Analyst	NR27	\$74,332.80 – \$111,499.20
Create	IT Project Office Manager	NR31	\$93,856.00 – \$140,773.00

VIRTUAL / HYBRID MEETING INVITES

- Jacqueline Bobo – Director and Chief Information Office, Information Management Services Division, Department of Administrative Services
- Matt Johnson – Deputy Chief Information Officer, Information Management Services Division, Department of Administrative Services

PREPARED BY:

Matt Johnson – Deputy Chief Information Officer, DAS-IMSD

APPROVED BY:

Jacqueline Bobo

Jaci Bobo

Director and Chief Information Officer

DAS – Information Management Services Division

Aaron Hertzberg

Aaron Hertzberg

Executive Director Administrative Services

Department of Administrative Services

ATTACHMENTS:

DAS Report
DAS Resolution
DAS Fiscal Note

cc: Aaron Hertzberg, Director of Administrative Services
Joseph Lamers, Director, Office of Strategy, Budget, and Performance
Lindsey Peterson, Operating Budget Manager, Office of Strategy, Budget, and Performance
Sarah Schulman, Human Resources Business Partner, Department of Human Resources
Margo Franklin, Chief Human Resource Officer
Teisha Blonvia, Financial Manager, Central Business Office