

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

Date: January 6, 2017

To: Theodore Lipscomb, Chair, County Board of Supervisors

From: Steven Kreklow, Director, Office of Performance, Strategy, and Budget

Subject: Request to Create 1.0 FTE IT Database Administrator in the Department of Administrative Services - Information Management Services Division (DAS-IMSD) (File 17-98)

The Department of Administrative Services - Information Management Services Division (DAS-IMSD) requests to create 1.0 FTE IT Database Administrator. That position was included in the 2017 Recommended Budget but was not included in the 2017 Adopted Budget.

The IT Database Administrator position will transition a long-term contracted Information Technology (IT) resource role to a permanent full-time position. The new position has expanded responsibilities, including participation as a key resource in the development and implementation of the new Enterprise Resource Planning (ERP) system, ensuring efficient data set-up and processing, and providing efficient database architecture to improve supportability and reduce ongoing maintenance costs to the County.

The requested position is part of an application team that provides day-to-day support and related enhancements for Milwaukee County's enterprise applications, technology, and related system integrations. Additional responsibilities include development of in-house knowledge and intellectual property for key business processes, data, and supporting applications and providing project support as required. The incumbent shall also ensure that security, compliance, disaster recovery procedure, and data integrity needs are met within the applications for which he/she is responsible.

The 2017 allocated contingency contains funds for positions that were included in the Recommended Budget but not included in the Adopted Budget. Approval of this request would authorize and direct the Department of Administrative Services to process an administrative fund transfer of approximately \$118,042 from allocated contingency to the Department of Administrative Services - Information Management Services Division (DAS-IMSD).

The Department of Administrative Services - Performance, Strategy and Budget recommends that 1.0 FTE IT Database Administrator be created in the Department of Administrative Services - Information Management Services Division (DAS-IMSD) and an administrative transfer from allocated contingency be approved.



Steven Kreklow
Director, Office of Performance, Strategy, and Budget