

**COUNTY OF MILWAUKEE**  
**Interoffice Communication**

DATE: February 12, 2020

TO: Theodore Lipscomb Sr., Chairman, Milwaukee County Board of Supervisors

FROM: Joseph Lamers, Director, Office of Performance, Strategy, and Budget, Department of Administrative Services

SUBJECT: Request to create one (1.0) FTE Business Analyst position in the Information Management Services Division (IMSD), Department of Administrative Services.

**REQUEST**

IMSD is seeking authorization to create one (1.0) FTE of Business Analyst position (pay grade 29) pursuant to Chapter 17.05 of Milwaukee County General Ordinances.

**BACKGROUND**

The IT Business Analyst will act as the key interface between executive, middle management, front line end users and the project manager and applicable Business Development Analyst to gather information, document processes, document end user needs, provide potential solutions, and document results. The ideal candidate for this position is detail-oriented and highly innovative. He or she will also be responsible for identifying business needs/requirements (i.e. Business objectives, stakeholder requirements, Functional / non-functional solutions requirements, and transition requirements) and translating these needs/requirements into potential IT solutions while aligning to current programs, projects and initiatives. He or she should leverage various tools (i.e. such as RACI, SWOT, Fishbone, Stakeholder analysis, Gap Analysis, Value stream mapping) or other elicitation techniques to capture business needs requirements in accordance to the key requirement types per the Business Analyst body of knowledge (BABOK).

DAS-IMSD will convert two (2) contractor positions to an FTE role for DAS-IMSD.

**RECOMMENDATION**

In accordance MCO 17.05, the Department of Administrative Services – Performance, Strategy, and Budget recommends that one (1.0) Business Analyst position (pay grade 29) be created in the Information Management Services Division (IMSD), Department of Administrative Services.

Action	Title	No. of Positions	Title Code	Pay Grade
Create	Business Analyst	1.0	TBD	29 (\$60,790-\$72,857)

**Fiscal Impact**

The salary for the newly created position will be offset by eliminating one contracted position. In order to cover the difference in pay between the abolished contractor and created position, a fund transfer to move \$78,600 from IMSD Central Spend service and commodities expenditures into IMSD's personal services

is also being requested. As a result, the net operating expenditures are not increased, and the tax levy is not impacted.



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Joseph Lamers, Director  
Office of Performance, Strategy, and Budget  
Department of Administrative Services

cc: Chris Abele, County Executive  
Supervisor James "Luigi" Schmitt, Chair, Finance and Audit Committee  
Supervisor Eddie Cullen, Chair, Personnel Committee  
Finance and Audit Committee Members  
Personnel Committee Members  
Raisa Koltun, Chief of Staff, County Executive's Office  
Kelly Bablitch, Chief of Staff, County Board of Supervisors  
Scott Manske, Comptroller, Office of the Comptroller  
Steve Cady, Research Director, Office of the Comptroller  
Janelle Jensen, Committee Clerk, Office of the County Clerk  
Shanin Brown, Committee Coordinator, Office of the County Clerk