

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

**Date:** March 3, 2023

**To:** Supervisor Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

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

**Subject:** Information Management Services Division, Department of Administrative Services requests to abolish 2.0 FTE Business Analyst Pay Grade 29 and create 1.0 FTE Business Development Analyst Pay Grade 28D

**File Type:** Action Report

**REQUEST**

The Director and Chief Information Officer, Department of Information Management Services Division, Department of Administrative Services (DAS-IMSD) is requesting to abolish 2.0 FTE Business Analyst positions and create 1.0 FTE Business Development Analyst position.

**POLICY**

<b>Wisconsin State Statutes:</b>	Wis Stats 59.17
<b>Milwaukee County Code of General Ordinances:</b>	MCGO 17.05(1)
<b>Specific Adopted Budget:</b>	2023 Adopted Budget

**BACKGROUND**

DAS-IMSD has two (2) Business Analyst positions that support the Community Reintegration Center (CRC), Office of Emergency Management (OEM), Courts (ePretrial), and Milwaukee County Sheriff's Office (MCSO). These positions have been vacant since February 15, 2022, and IMSD has been unable to identify interested or qualified candidates, resulting in diminished service for these areas. During this time period, DAS-IMSD has successfully identified and hired qualified candidates for open Business Development Analyst positions, which operate at a more senior level than Business Analysts. Therefore, to restore services to these areas, DAS-IMSD is proposing the creation of a new Business Development Analyst position which will serve as a strategic partner to DAS-IMSD public safety clients to facilitate IT projects and deliverables that align with the department's strategic direction and vision.

This individual will also be responsible for understanding current business practices, strategy, vision, current IT portfolio, and assist departments with identifying opportunities for improvement and reducing risk. Responsibilities will also include IT collaboration, identifying enhancements and process improvements, portfolio management, project management, and documenting system and business requirements.

This position will ensure adherence to the DAS-IMSD Project Management Office (PMO) standards and manage key aspects of projects, which includes requirements, project scope, funding,

timelines, resource constraints, and status updates. May manage consultants and consultant relationships during projects.

### **ALIGNMENT TO STRATEGIC PLAN**

The creation of a Business Development Analyst would support the Department of Administrative Services – Information Management Services Division 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**

There is expected to be a reduction in personnel expenditures from this action. The pay ranges of the positions to be abolished and created largely overlap.

<b>Action</b>	<b>Title</b>	<b>FTE</b>	<b>Pay Range</b>	<b>Annual Salary Range</b>
Abolish	Business Analyst	2.0	29	\$68,808.16 - \$82,444.40 (Salary + Social Security) \$153,298 (Salary + Social Security x2 - 2023 Adopted Budget)
Create	Business Development Analyst	1.0	28D	\$83,496.78 - \$103,021.91 (Salary + Social Security)

### **VIRTUAL MEETING INVITES**

- Lynn Fyhrlund – 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

### **PREPARED BY:**

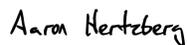
Matt Johnson – IT Director Governance and business Solutions, DAS-IMSD




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**Lynn J. Fyhrlund**  
*Director and Chief Information Officer*  
 DAS – Information Management Services Division

### **APPROVED BY:**




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**Aaron Hertzberg**  
*Director of Administrative Services*  
 Department of Administrative Services

### **ATTACHMENTS:**

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  
Margaret Daun, Corporation Counsel  
Scott B. Manske, Comptroller  
Joseph Lamers, Director, Office of Performance, Strategy & Budget  
Amy McKinney, Sr. Budget and Management Analyst, Office of Performance,  
Strategy & Budget  
Mary Polaris, Human Resources Business Partner, Department of Human  
Resources  
Dean Legler, 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