

**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 1.0 FTE Business Intelligence Analyst II Pay Grade 35M and create 1.0 FTE Applications Analyst II Pay Grade 24D

**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 1.0 FTE Business Intelligence Analyst II positions and create 1.0 FTE Applications Analyst II.

**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 desires to recruit for an Applications Analyst, which will open the pool of qualified candidates to more diverse candidates. The Business Intelligence Analyst requires a higher (university) qualification than the Applications Analyst II position. The necessary work activities identified by Milwaukee County align with an Applications Analyst's responsibilities and will be delivered after appropriate training and mentoring by an experienced Business Intelligence Analyst II.

**ALIGNMENT TO STRATEGIC PLAN**

The creation of an Applications Analyst II would support the Department of Administrative Services – Information Management Services Division's alignment to the strategic plan areas 1A (Reflect the full diversity of the County at every level of County Government), 2A (Determine what, where, and how we deliver services to base on the resolution of health disparities) and 3A (Invest "upstream" to address root causes of health disparities), 3B (Enhance the County's fiscal health and sustainability), and 3C (Dismantle barriers to diverse and inclusive communities).

**FISCAL EFFECT**

Action	Title	FTE	Pay Range	Annual Salary Range
Abolish	Business Intelligence Analyst II	1.0	35M	\$89,631.97 - \$106,828.40 (Salary + Social Security)
Create	Applications Analyst II	1.0	24D	\$68,382.72 - \$86,497.21 (Salary + Social Security)

**VIRTUAL MEETING INVITES**

- Lynn Fyhrlund – Director and Chief Information Office, Information Management Services Division, Department of Administrative Services
- Jacqueline Bobo – IT Director, Business Applications
- Keith Murphy – IT Manager – Healthcare Applications

**PREPARED BY:**

Jacqueline Bobo – IT Director – Business Applications, Information Management Services Division, Department of Administrative Services


**Lynn J. Fyhrlund**

*Director and Chief Information Officer*  
DAS – Information Management Services Division

**APPROVED BY:**

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

Performance Strategy & Budget

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