

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: February 15, 2021

TO: Marcelia Nicholson, County Board Chair

FROM: Joseph Lamers, Director, DAS-PSB

SUBJECT: Request to Create 1.0 FTE Business Analyst position in the Department of Administration, Information Management Services Division

REQUEST: Department of Administrative Services, Information Management Services Division requests to Create 1.0 FTE Business Analyst Pay Grade 29.

BACKGROUND: The Department of Administrative Services, Information Management Services Division is requesting the creation of 1.0 FTE Business Analyst position. This position will support the public safety team, specifically the House of Corrections on its mission critical IT projects and systems, including Records Management System, Computer Aided Dispatch, Corrections Management System, Inmate related systems, and OnBase to ensure high quality and on-time delivery. This individual will also be responsible for understanding stakeholder needs, identifying digitization opportunities, gathering requirements, training, testing, and aiding with other assigned activities for solution delivery and customer support and providing solutions for assigned projects.

Due to the 24x7 support requirements and criticality of services offered, the Public Safety team uses twenty six percent of the Central Spend budget and has more IT requests than other departments. The House of Corrections has requested additional service and support than DAS-IMSD is able to offer with its current staff.

The Department of Administrative Services, Information Management Services Division, has requested that the creation of a new Business Analyst position be funded by a funds transfer (not to exceed) of \$72,319 from org 1174 (Telecommunications), object 6147 (Professional Services – Data Process) to org 1162 (Project Management Office), objects 5199 (Salaries – Wages Budget) and 5312 (Social Security Taxes).

Action	Title	No. of Position	Title Code	Pay Grade
Create	Business Analyst	1.0 FTE	00002752	29 (\$66,095 - \$79,214) Including Social Security

RECOMMENDATION: The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE Business Analyst be created in the Department of Administrative Service, Information Management Services Division. There is no tax levy impact to this request.

JOSEPH LAMERS

Joseph Lamers, Director, Office of Performance, Strategy, and Budget