

COUNTY OF MILWAUKEE

Inter-Office Communication

Date: 5/15/2025

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

From: Donna Brown-Martin, Director, Department of Transportation
Brian Dranzik, Airport Director, Department of Transportation, Airport Division

Subject: From the Director, Department of Transportation and the Airport Director, Department of Transportation, Airport Division requesting the approval to Abolish 1.0 FTE Senior Financial Performance Analyst (Pay Grade 31M) (vacant) and Create 1.0 FTE Business Intelligence Analyst (Pay Grade NR27) in the Milwaukee County Department of Transportation – Airport Division.

File Type: Action Report

REQUEST

The Milwaukee County Department of Transportation (MCDOT) – Airport Division requests to Abolish 1.0 FTE Senior Financial Performance Analyst (Vacant) and Create 1.0 FTE Business Intelligence Analyst position in the Milwaukee County Department of Transportation – Airport Division.

POLICY

Wisconsin State Statutes:	59.17
Milwaukee County Code of General Ordinances:	17.05 (1)
Administrative Manual of Operating Procedures:	3.07 Position Change Requests

BACKGROUND

The Milwaukee County Department of Transportation – Airport Division (Airport) requests to abolish the vacant position of Senior Financial Performance Analyst and to create the position of Business Intelligence Analyst.

When the Airport created the position of Senior Financial Performance Analyst, the Airport Business Intelligence and Performance Management Section (Airport BI Section) was an entirely new function. The management position that oversees the Airport BI Section was hired in 2023. As the Airport BI Section has taken further shape, the Airport has recognized there would be a larger benefit to the overall organization by having a role with a broader, general analytical skill set rather than a more narrowly tailored and predominantly financially focused skill set.

Abolishing the Senior Financial Performance Analyst and creating the Business Intelligence Analyst will allow the Airport to not only broaden its recruitment efforts and candidate pool but also allows the newly created position to be more broadly utilized across all functional areas of the Airport.

The newly created Business Intelligence Analyst's primary responsibilities will focus on data research and analysis, data quality assurance and governance, data visualization and reporting, building further future data capacity across staff within the Airport, as well as on performance measurement and refinement.

Position needs change over time and as the Airport focuses on data-driven decision making, the organization will benefit from positions that have knowledge of and an established comfort level with data of all types backed by a strong analytical skill set.

POSITION INFORMATION

<u>Position requested:</u>	<u>Pay Grade</u>	<u>Annual Salary Range</u>
Business Intelligence Analyst	NR27	\$74,048 - \$111,072

Position abolished:

Senior Financial Performance Analyst	31M	\$74,235 - \$88,400
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ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the strategic plan:

1A: Reflect the full diversity of the County at every level of County government

3B: Enhance the County's fiscal health and sustainability

FISCAL EFFECT

No fiscal impact is anticipated because the position being abolished is budgeted at approximately the same salary level as the expected fill for the position being created. It is anticipated the date of hire for the newly created position will be early Fall 2025.

VIRTUAL MEETING INVITES

Donna Brown-Martin, Director, MCDOT

John Rodgers, Deputy Director, MCDOT

Brian Dranzik, Airport Director, MCDOT – Airport Division

James H. Martin, Director of Administration, MCDOT – Airport Division

PREPARED BY:

James H. Martin, Director of Administration, MCDOT – Airport Division

APPROVED BY:

A handwritten signature in blue ink, appearing to read "Donna Brown-Martin", is written over a horizontal line.

Donna Brown-Martin, Director, Department of Transportation

ATTACHMENTS:

Departmental Resolution

Departmental Fiscal Note

Job Evaluation Questionnaire

OSBP Report

DHR Report

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk