

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 19, 2025

To: Supervisor Marcella Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Jacqueline Bobo, Director and Chief Information Officer, Information Management Services Division, Department of Administrative Services

Subject: From the Director and Chief Information Officer, Information Management Services Division, Department of Administrative Services requests to abolish 1.0 FTE Senior Business Relationship Manager NR35E and create 1.0 FTE Business Relationship Manager NR32E

File Type: Action

REQUEST

The Director and Chief Information Officer of Information Management Services Division, Department of Administrative Services (DAS-IMSD) is requesting authorization to abolish 1.0 FTE Senior Business Relationship Manager position and create 1.0 FTE Business Relationship Manager position. There is no tax levy impact to this request.

POLICY

Wisconsin State Statutes:	Wis Stats 59.17
Milwaukee County Code of General Ordinances:	MCGO 17.05(1)
Specific Adopted Budget:	2025 Adopted Budget

BACKGROUND

The DAS-IMSD Business Relationship Management Team supports the relationship management and trusted advisor activities for Milwaukee County Departments and Staff on behalf of DAS-IMSD. Within the Business Relationship Management team, the Business Relationship Manager oversees the Business Development Analysts.

The Senior Business Relationship Manager is a seasoned, experienced manager, who has held management positions previously. The Business Relationship Manager may be staff who demonstrate management skills in previous work but may not have held a management position. The position is responsible for maximizing the value of IT assets, investments, and capabilities and leads Business Relationship staff in the gathering of information, documentation of processes, documentation of user requirements and functional specifications, identification of potential process and technology solutions / improvements, and presentation of results. They achieve this through understanding

the client departments' processes, developing IT strategies, assisting in the prioritization of projects, and ensuring projects align with strategies.

This position was not included in the most recent Adopted Budget for two reasons: 1) the position was occupied by an experienced management professional. That individual has been promoted and a vacancy for the position has occurred. 2) This change will effectively reduce the pay range for the position.

ALIGNMENT TO STRATEGIC PLAN

The creation of Business Relationship Manager would support the Department of Administrative Services – Information Management Services Division’s 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

The decrease in expense from the requested action will be absorbed within the adopted 2025 DAS-IMSD operating budget.

POSITION INFORMATION

<u>Action</u>	<u>Title</u>	<u>Pay Range</u>	<u>Annual Salary Range – 2088 Hours</u>
Abolish	Senior Business Relationship Manager	NR35E	\$118,040.00 - \$177,008.00
Create	Business Relationship Manager	NR32E	\$99,091.20 - \$148,636.80

VIRTUAL/HYBRID MEETING INVITES

- Jacqueline Bobo – Director and Chief Information Office, Information Management Services Division, Department of Administrative Services
- Matt Johnson – Deputy Chief Information Officer, Information Management Services Division, Department of Administrative Services

PREPARED BY:

Matt Johnson – Deputy CIO, DAS-IMSD

APPROVED BY:

Jacqueline Bobo

Jacqueline Bobo

Director and Chief Information Officer

DAS – Information Management Services Division

Aaron Hertzberg

Aaron Hertzberg

Director of Administrative Services

Department of Administrative Services

ATTACHMENTS:

DAS Report

DAS Resolution

DAS Fiscal Note

cc: David Crowley, County Executive
Supervisor Patti Logsdon, Chair, Personnel Committee
Supervisor Willie Johnson Jr., Chair, 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, Director of Legislative Services, Office of the County Clerk
Aaron Hertzberg, Director of Administrative Services
Joseph Lamers, Director, Office of Strategy, Budget, and Performance
Lindsey Peterson, Operating Budget Manager, Office of Strategy, Budget, and Performance
Mary Polaris, Human Resources Business Partner, Department of Human Resources
Tony Maze, Director of Total Rewards
Elena Lamendola, Financial Manager, Central Business Office
Steve Cady, Director of Research & Policy, Office of the Comptroller