

COUNTY OF MILWAUKEE
Interoffice Communication

DATE: December 13, 2019

TO: Theodore Lipscomb Sr., Chairman, Milwaukee County Board of Supervisors

FROM: Joseph Lamers, Director, Office of Performance, Strategy, and Budget, Department of Administrative Services

SUBJECT: Request to create one (1.0) FTE IT Asset Management Lead position in the Information Management Services Division (IMSD), Department of Administrative Services.

REQUEST

IMSD is seeking authorization to create one (1.0) FTE of IT Asset Management Lead position (pay grade 31M) pursuant to Chapter 17.05 of Milwaukee County General Ordinances.

BACKGROUND

For the purposes of IT Asset Management (ITAM) governance, technology assets include all digital technology that support business activities or may expose the organization to risk whether it is owned and managed by IT, business users, or customers. This may include hardware devices, software, cloud services or digital technology embedded in non-IT assets. ITAM serves as a central IT asset governance enabler that provides an organization-wide view of asset costs and risks to enable and foster collaboration between business units, IT and corporate functions to optimize asset value and minimize risk.

The IT Asset Management Lead position will manage and control Milwaukee County's enterprise-wide IT assets such as PCs, tablets, laptops and end user software. This individual will also coordinate relationships and activities with IT vendors, technical staff and end users on the use of the IT Asset Management systems. Duties include developing hardware and software standards, shipping, receiving, inventory management, tagging, licensing, and reporting of IT hardware/software assets within a computerized system. The position will access and utilize the Manage Engine ITAM tool and the Configuration Management Databases (CMDB) within System Center Configuration Manager (SCCM) and ManageEngine to provide information to the business regarding IT asset information.

DAS-IMSD will convert one (1) contractor position to an FTE role for the purpose of this individual leading the IT Asset Management (ITAM) program for DAS-IMSD.

RECOMMENDATION

In accordance MCO 17.05, the Department of Administrative Services – Performance, Strategy, and Budget recommends that one (1.0) IT Asset Management Lead position (pay grade 31M) be created in the Information Management Services Division (IMSD), Department of Administrative Services.

Action	Title	No. of Positions	Title Code	Pay Grade
Create	IT Asset Management Lead	1.0	TBD	31M (\$65,864-\$78,427)

Fiscal Impact

The salary for the newly created position will be offset by eliminating one contracted position. In order to cover the difference in pay between the abolished and created position, the accompanying resolution provides for an administrative appropriation transfer to move \$63,000 from IMSD's service and commodities expenditures into personal services. As a result, the net operating expenditures are not increased, and the tax levy is not impacted.



Joseph Lamers, Director
Office of Performance, Strategy, and Budget
Department of Administrative Services

cc: Chris Abele, County Executive
Supervisor James "Luigi" Schmitt, Chair, Finance and Audit Committee
Supervisor Eddie Cullen, Chair, Personnel Committee
Finance and Audit Committee Members
Personnel Committee Members
Raisa Koltun, Chief of Staff, County Executive's Office
Kelly Bablitch, Chief of Staff, County Board of Supervisors
Scott Manske, Comptroller, Office of the Comptroller
Steve Cady, Research Director, Office of the Comptroller
Janelle Jensen, Committee Clerk, Office of the County Clerk
Shanin Brown, Committee Coordinator, Office of the County Clerk