

From the Director and Chief Information Officer, Information Management Services Division, Department of Administrative Services (DAS-IMSD), requesting authorization to create one (1) full time employee (FTE) position, comprising of Business Analyst (pay grade 29). The Business Analyst position will act as the key interface between executive, middle management, front line end users, the project manager, and applicable Business Development Analyst to gather information, document processes, document end user needs, provide potential solutions, and document results. DAS-IMSD will convert two (2) contractor positions to an FTE role for DAS-IMSD. No additional funds are being requested, the annual estimated cost savings is \$27,000, by recommending adoption of the following:

A RESOLUTION

WHEREAS, the, Information Management Services Division Department of Administrative Services, (IMSD-DAS) is requesting to create one, full time equivalent Business Analyst position (Pay Grade 29); and

WHEREAS, the Business Analyst position will act as the key interface between executive, middle management, front line end users, the project manager, and applicable Business Development Analyst to gather information, document processes, document end user needs, provide potential solutions, and document results; and

WHEREAS, duties include identifying business needs/requirements (i.e. business objectives, stakeholder requirements, functional/non-functional solutions requirements, and transition requirements) and translating these needs/requirements into potential Information Technology solutions while aligning to current programs, projects, and initiatives, and leverage various tools (i.e. such as RACI, SWOT, Fishbone, Stakeholder analysis, Gap Analysis, Value stream mapping) or other elicitation techniques to capture business needs requirements in accordance to the key requirement types per the Business Analyst Body of Knowledge; and

WHEREAS, the estimated expenditure increase of \$78,600 will be addressed through a fund transfer from IMSD Central Spend service and commodities expenditures, into IMSD's personal services resulting in a net operating increase of \$0 and no tax levy impact; and

WHEREAS, the Committee on Finance and Audit, at its meeting of May 21, 2020, recommended adoption of File No. 20-209 (vote 6-0); now, therefore,

42 BE IT RESOLVED, the Milwaukee County Board of Supervisors hereby authorizes
43 the creation of one full time equivalent Business Analyst position:
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Action	Title	Number of Positions	Title Code	Pay Grade
Create	Business Analyst	1.0 Full Time Equivalent	N/A	29 (\$60,790-\$72,857)

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