



CITY OF WAUKESHA

Administration

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Committee: Human Resource Committee	Date: 10/18/2017
Common Council Item Number: 17-1551	Date: 11/6/2017
Submitted By: Chris Pofahl	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney N/A
Subject: Review and act on a change to the organizational structure of the IT Department.	

Details:

The City of Waukesha IT Department is seeking the Human Resource Committee and Common Council approval to restructure its organization to better meet the Vision and Mission of the department. The first step in the restructure would involve retitling and reclassing three positions:

Old Title	New Title	Old Pay Grade	New Pay Grade
Applications Developer	Applications Administrator	12	9
Network Security and Project Manager	System Engineer	13	11
Systems Engineer and IT Project Manager	Sr. Systems Engineer	13	12

The second step in the reorganization would be to create would be to create a new position titled Technical Operations Manager with the intention of creating a promotional opportunity within the department. The Tech Ops Manager would be at pay grade 14, and would fulfill the responsibilities listed in the attached job description.

Once the Tech Ops Manager position is filled, the Infrastructure Manager position would be eliminated, so that the staffing resolution would remain the same. The modified job functions, current and revised organizational charts, and IT Strategic Plan are attached.

Options & Alternatives:

Do not create the Technical Operations Manager position, only retitle and reclass the three positions listed in step 1.



Financial Remarks:

The three positions that are being retitled are being reclassified to lower pay grades, so there is no impact on the operational budget. The Tech Ops Manager salary range is \$78,838-\$106,431. Any increase in salary due to a promotion would be covered by the wages of a vacant part-time position. In January a part-time employee left, and rather than hire another part-time person, we have been able to use an intern at a lower wage and less hours

Executive Recommendation:**Committee Recommendation:**

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