



**City of Waukesha**  
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<b>Committee:</b> Human Resources Committee	<b>Date:</b> 7/19/2023
<b>Common Council Item Number:</b> ID#23-7231	<b>Date:</b> 8/1/2023
<b>Submitted By:</b> Joseph Ciurro, Finance Director & Chris Pofahl, IT Director	<b>City Administrator Approval:</b> <b>Gina Kozlik, Interim City Administrator (7/13/23)</b>
<b>Finance Department Review:</b> <b>Joseph P. Ciurro</b>	<b>City Attorney's Office Review:</b> <a href="#">Click here to enter text.</a>
<b>Subject:</b> <b>Consider the transfer of 0.5 full-time equivalents (FTE's) from the Finance Department to the IT Department for a part-time Administrative Assistant position.</b>	

**Details:**  
When the year began, the Administrative Assistant position, which was previously shared between the City Administrator's office and the IT Department, was fully transferred to the Communications and Engagement Division under the City Administrator's Department. The administrative work required for the IT Department was transferred to the Finance Department on a temporary basis, with the assumption that this work would be permanently placed once the Finance Director was able to evaluate the department's needs.

After this evaluation, the Finance Director recommends transferring 20 hours per week, or 0.5 FTE's to the IT Department for a part-time Administrative Assistant position, which will account for the IT Department's administrative workload. This transfer will be neutral to the City's overall position total and operating budget.

**Options & Alternatives:**

- 1) The HR Committee could approve this request.
- 2) The HR Committee could deny this request and the Finance Department would then hire its own part-time position to address the workload needed for IT Department.

**Financial Remarks:**  
This transfer of 0.5 FTE's will have a net zero effect on the City's overall operating budget.

**Executive Recommendation:**  
**Consider the transfer of 0.5 full-time equivalents (FTE's) from the Finance Department to the IT Department for a part-time Administrative Assistant position.**