



CITY OF WAUKESHA

Administration

201 Delafield Street, Waukesha, WI 53188
Tel: 262.524.3701 fax: 262.524.3899
www.ci.waukesha.wi.us

password

Committee: Human Resource Committee	Date: 6/27/2019
Common Council Item Number: 19-0882	Date: 7/2/2019
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 Click here to enter text.
Subject: Review and act on the creation of the Sr. ERP and Database Administrator position and modification of and retitling of the Sr. Business Analyst position.	

Details:

Do to a recent retirement within the IT Department there is an opportunity to evaluate job duties and functions within the department and better align the duties with the business needs of the City. We are seeking approval of the creation of new position called the Senior Enterprise Resource Planning and Database Administrator. The evaluation and creation of this position is a three-step process that requires modifying an existing position, creating a new position, and lastly eliminating a current position to make room for the new.

The modification of an existing position (recently vacated) was to remove the duties of supporting all components of the City's Enterprise Resource Planning (ERP) system, aka the Munis financial system and shift them to the new position. That function includes monitoring and maintaining accounts receivable, accounts payable, cash receipting, and the tax bill. Those responsibilities lend themselves to a higher graded position due to the risk to the organization. In addition to the responsibilities with the ERP system, the new position maintains all the databases our other major systems have. The new position needs to have a significant amount of database skills and experience.

Summary

- 1) The vacant Sr. Business Analyst position has had the job functions modified, and the title changed to "ERP and Database Administrator". The position will stay at a grade 11.
- 2) Create a new position titled Sr. ERP and Database Administrator. The new position would be at pay grade 13 and would fulfill the responsibilities listed in the attached job description.
- 3) Remove one Application Developer position.



Old Title	New Title	Current FTE	Post FTE
Applications Developer	Applications Administrator	2	1
Sr. Business Analyst	ERP and Database Administrator	1	1
*Does not Exist	Sr. ERP and Database Administrator	0	1

Options & Alternatives:

Do not create the Sr. ERP and Database Administrator position, only modify and retitle Sr. Business Analyst position.

Financial Remarks:

Based on the rules for New Hires and Promotions defined in in HR Policy F-2, this will be a budget neutral move. The budget lines for this are included in Org 1915 (51110 Salary, 51510 Soc Sec & 51520 WRS).

Executive Recommendation:

The City Administrator recommends creating the Sr. ERP and Database Administrator position.