



**OFFICE OF INFORMATION TECHNOLOGY
AND COMMUNICATIONS**

Jim Jandovitz
Director
414/302-8331

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

jjandovitz@westalliswi.gov
www.westalliswi.gov

TO: Rebecca Grill, City Administrator

FROM: Jim Jandovitz, Director of Information Technology and Communications

SUBJECT: Temporary Position Appointment - Telecommuting Position for Kathryn Perrone

DATE: September 25, 2015

This letter is to request consideration and approval of a limited term telecommuting position for Kathryn Perrone. She is the IT Supervisor and Computer/Network Analyst. This is a very highly technical and skilled position. Kathryn is and has been an integral part of the city's information structure for the past 12 years. Over time, Kathryn has developed all of the data interfaces between most of our major systems such as HTE Financial System, Assessors System, Web Map, ESRI, NOVAtime, GCS Tax Billing, and the FORTIS Scanning System. She also designed and implemented our intranet and web sites, maintenance of critical SQL data warehouses, and the city's web map and property information sites. She has also handled the configuration and training for the NOVAtime time system.

Additionally, after Kim Gill retired in the spring, Kathryn took over the configuration and implementation of the FORTIS city scanning project and user support for various other systems used by the Human Resources Department, the Assessor's Office, Health, Fire, and Library. Kathryn's departure, coupled with Kim's retirement, leaves a short-term void to the city with no analyst to maintain these vital city systems which all employees depend on daily to do their jobs.

While Kathryn is moving to Portland, Oregon, in October, where her husband has just taken a job, she has graciously offered to telecommute on a limited term basis so we are able to maintain continuity of our computer services. With the remote access capabilities, she will be able to continue working on her projects until a suitable replacement is hired and brought up to speed. Replacing Kathryn's knowledge and expertise will be very difficult and may take a few recruitments. She was planning to leave on October 1, 2015, but has decided to stay until it is determined if she will be able to telecommute.

Kathryn's continuance of employment is dependent upon her not applying for a retirement with ETF (if she did, she would have to have a 75 day break in employment and abide by ETF's rules/regulations); instead, remaining as an employee of the City. In order to accomplish this, as her current position entails supervisory responsibilities and telecommuting would not be conducive to said supervisory responsibilities, she will be converted to a temporary position appointment (i.e., limited term employment status) with the preservation of benefits as follows: she would (1) remain eligible for all benefits (2) she would remain eligible to participate in the City's retiree health insurance program at the end of her temporary appointment if she chose to retire from the WRS system at that time.

The city will provide Kathryn a city laptop computer, printer, and phone for her use telecommuting. The city will also reimburse the cost of Kathryn's internet service at home. Kathryn will be conference calling with city employees daily as she does now and will be using the State's WISLINE video conferencing to provide training and attend meetings from her home.

Projects and System Support and Training to be provided by Kathryn Perrone:

1. Maintain SQL Permissions
2. Maintain all SQL jobs and data connectors
3. Maintain Internet
4. Work with departments in regards to FORTIS scanning
5. Setup and technical help with NOVAtime
6. Provide NOVAtime departmental training
7. Maintain WEB Map and property information system
8. Forestry complaint/work order system, grass and weeds, trees and shrubs
9. Develop snow and ice removal work orders system for Forestry

Sincerely,



Jim Jandovitz,
Director of Information Technology and Communications
City of West Allis