



**OFFICE OF INFORMATION TECHNOLOGY  
AND COMMUNICATIONS**

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TO: Rebecca Grill, City Administrator

FROM: Jim Jandovitz, Director of Information Technology and Communications

SUBJECT: Request to downgrade ITC IT Supervisor position and fill as Programmer/Analyst

DATE: October 27, 2015

This letter is to request consideration and approval to downgrade Kathryn Perrone's position of IT Supervisor to a Programmer/Analyst position. This will basically be the same position but without any supervisory responsibilities. This is a very critical position within the City as it deals with data and applications from all departments. It is responsible for maintaining all of the City's data warehouses, web sites, intranet, property information files, creation and maintaining existing interfaces between all City software applications, data security, SQL Servers, and more.

We will have a hard time filling this position with a qualified individual, and I would recommend we start the search as soon as possible, which is why I am requesting to fill the position at this time.

Sincerely,

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