

27.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2011-0221	Request	Introduced
Communication from City Administrative Officer regarding request to fill a vacant position of Network/Program Analyst in the Information Technology Division.		
Introduced: 4/19/2011		Controlling Body: Administration & Finance Committee

## COMMITTEE RECOMMENDATION *approve + POF*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>APR 19 2011</u>			Barczak				
			Czaplewski				
		X	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
		X	Vitale	✓			
			Weigel				
		TOTAL		5			

## SIGNATURE OF COMMITTEE MEMBER

*Kurt Koppin*  
 Chair \_\_\_\_\_ Vice-Chair \_\_\_\_\_ Member \_\_\_\_\_

## COMMON COUNCIL ACTION **APPROVAL** PLACE ON FILE

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>APR 19 2011</u>		✓	Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock				✓
			Vitale	✓			
			Weigel	✓			
		TOTAL		9			1



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
City Administrative Officer  
Clerk/Treasurer


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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: April 15, 2011

Attached is Jim Jandovitz's request to fill the vacant Network/Program Analyst position in the Information Technology Division.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

PMZjfw

cc: Mayor  
HR Division  
Jim Jandovitz

ADM\Vacpos\VACPOSREQ IT Analyst 041911



Date: April 12, 2011

To: Paul Ziehler  
City Administrative Officer

Re: Request to fill vacant position

I would like to request that the vacant position of Network/Program Analyst position to be filled which was created when Jim Wirt retired. I have included the completed Vacancy Request Form. I am interested in reclassifying this position down to a new PC/Network II position. The city desperately needs help in the higher level networking, security, and computer diagnostic skills instead of the older AS400 programming that this position required. I would like to discuss this new position with you at a later time if I am allowed to fill this vacant position.

Jim Jandovitz  
Manager of Information Technology

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**REVIEW BY CITY ADMINISTRATIVE OFFICER  
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: **Network/Programmer Analyst**
  2. Department/Division: **Information Technology**
  3. Vacancy Date: **April 25, 2011**
  4. Vacancy Reason: **Retirement**
  5. a. What are the specific work responsibilities of the position?
    - i. *HTE Financial Software Support, HTE is our financial/purchasing system used throughout the city.*
    - ii. *ISeries computer support, ISeries Printer Support*
    - iii. *PC technical*
    - iv. *Phone support*
    - v. *ISeries Application Development*
  - b. How many other such positions exist in this Department?
  - c.
6. What are the reasons why the position must be filled?

*As one would expect more and more things are being computerized throughout the city. Each computer program or hardware device requires Information Technology to install, maintain, replace, and fix when it doesn't work. IT gets involved in all technology throughout the city and is expected to help all departments with their technology needs. Everything in the city is getting computerized from the gas pumps at the yards to the fire range at the police department.*

*Computers and other computer devices require ongoing technical support from virus infections to hardware failures. Every year the city installs more additional computer hardware around the city. Some of the additional equipment over the last 2 years include that IT now supports includes: 70 Building Security Cameras, 15 Public Hot Spots, 25 Mobile computers and laptops in the fire rigs, 25 mobile computers and cameras in the squad cars, 4 mobile computers in the supervisor vehicles at the yards, additional 25-35 computers in the library. That's over an additional 100 computers that need service in just the last couple of years.*

*As more computers are installed around the city and as city employees are relying on more and more computer services and applications for their job, more support is needed from Information Technology to support these programs and services. When something breaks, our users expect them to be fixed ASAP as they may not be able to continue their work.*

*The new phone system is as an example of additional work Information Technology typically receives. Since new phones are basically computers devices and will use the city computer networks to communicate, IT will be expected to provided help with installations of this new phones system and provide troubleshooting of these 400+ phones.*

7. What will be the impacts on service functions if the position were not filled?

b. Service to the public.

*If this position is not filled we may have to reassign some job duties within our department which will take away from some of the new things we have planned for the public on our web site. These new features include payment options for parking tickets, citations, ordering services such as special pickups, reporting complaints such as pot holes, light outages, etc.*

c. Service to staff.

*With a staff reduction we may not be able to meet everyone's needs when installing new software and applications. This will require use of consultants at \$150/hour in order to get things done in a timely manner.*

*It will take longer to fix computers when they break, clean computers of virus and spyware, or to answer general computer questions.*

*It will take longer to install new programs and updates.*

*It will take longer to take on new projects for other department.*

8. What is the fiscal impact related to filling this vacancy?

*Will require use of consultants to provide additional support for IT*

9. Remarks/Comments:

*Information Technology will continue to provide the best service to the city as we can. But with a reduction of our staff by 16% we will have to prioritize our work and may not be able to get to some things as fast as some of our users are use t. We may have to rely on more consultants to get things done in a timely matter. A few of the IT staff are currently overwhelmed as demands for IT help just keeps growing as more departments are getting computerized and request our help. This is a common problem throughout Information Technology departments throughout the industry. We will adjust to whatever decision the Council decides to make in the regards to filling this position.*

Signature: *James J. J. J.* Date: *4/12/2011*  
Title: *MANAGER OF INFORMATION TECHNOLOGY*