



**Rebecca Grill**  
City Administrator  
City Administration Office  
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rgrill@westalliswi.gov

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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator *RG*

RE: Department Request to Fill Vacant Position

DATE: August 31, 2016

Attached is Jim Jandovitz's request to fill the IT Supervisor position (Kathryn Perrone) as Solutions Analyst in the Information Technology Department.

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.

RG:jfw

cc: Mayor  
HR Dept.  
Jim Jandovitz

ADM\Vacpos\VACPOSREQ IT SolsAnlyst 90616



**Jim Jandovitz**  
Director  
Center for Excellence  
414.302.8331  
jjandovitz@westalliswi.gov

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TO: Rebecca Grill, City Administrator

FROM: Jim Jandovitz, Director of Information Technology

SUBJECT: Request to downgrade ITC IT Supervisor Position and fill as Solutions Analyst

DATE: August 23, 2016

This letter is to request consideration and approval to downgrade Kathryn Perrone's position of IT Supervisor to a Solutions Analyst position. This will basically be the same position but without any supervisory responsibilities. This is a very critical position here 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.

Kathryn Perrone is performing these duties as a LTE position from her home in Oregon for the past 10 months. Once this position is filled and knowledge is transferred from Kathryn to this new person, Kathryn's position will be eliminated. We will have a hard time filling this position with a qualified individual, and I recommend we start the search as soon as.



## Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Information Technology Position Title: Solution Analyst  
Reason for Request: ☐ New Position OR ☒ Replacement to Staff - Date of Vacancy: 10 / 30 / 2015  
Person Replaced: Kathryn Parrone  
Position Status: ☒ Full-time ☐ Part-time AND ☐ Regular ☐ Temporary ☐ Provisional ☐ Special ☐ Other  
If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: \_\_\_\_\_  
Funding Source: ☒ Operating ☐ Grant ☐ Other: \_\_\_\_\_  
Anticipated Date for Filling Position: 10 / 1 / 2016

Is the position required for fiduciary, legal or compliance requirements? ☒ No ☐ Yes, describe: \_\_\_\_\_

Why is it necessary that this position be filled? What operational needs does this position fulfill? \_\_\_\_\_

Position will replace the current IT Supervisor Position which is currently held by Kathryn Parrone who was designated as a LTE position last year. Kathryn has moved to Oregon. Once this position is filled and knowledge transferred from Kathryn, Kathryn LTE position will be terminated.

What will be the impacts on service functions to the public if the position is not filled? \_\_\_\_\_

We will be unable to provide information on our web site such as property information, tax bills, etc.

What will be the impacts on service to city staff if the position is not filled? \_\_\_\_\_

We will not have the ability for enterprise systems to 'talk' to each other requiring department to enter data into multiple systems.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) \_\_\_\_\_

Position was downgrade from a supervisory level based on the needs of the department and city.

How has this vacancy/need been covered so far? \_\_\_\_\_

Kathryn Perrone has been working at home in Oregon performing these duties as a LTE employee.

How many other similar positions exist in this department? None

### Requestor Information

Please Print: Jim Jandovitz Director Information Technology  
Name Title Department

Signature/Date: \_\_\_\_\_ 08 / 23 / 2016

Attached: ☒ Memorandum ☒ Current Position Description