



COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
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TRAVIS MYREN
Director of Administration

April 24, 2014

TO: Chair and Members of the Personnel & Finance Committee

FROM: Travis Myren
Director of Administration

RE: Approval to Recruit a 1.0 FTE Management Information Specialist (SharePoint Administrator/Web Programmer)

County Ordinance 29. 52(16) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that have been vacant longer than six months. I am requesting approval to fill a 1.0 FTE Management Information Specialist (Working Title: SharePoint Administrator/Web Programmer), position # 986. The County Executive has approved the freeze appeal for this position.

What is the nature of the work or what is the essential function of the position?

This position was reclassified to facilitate the automation of current business processes. This position will allow Information Management to analyze business process used in the County, recommend process improvements, and design, test and implement those process improvements. Specifically, this position will be creating SharePoint and other online applications.

How has this function been fulfilled during the vacancy?

No new SharePoint websites and related process improvement efforts have started.

What will the impact be on the department's function and mission if the position remains vacant?

If the position remains vacant, Information Management will be unable to design SharePoint websites that could improve the efficiency of County Government.