



## Dane County Department of Human Services

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Director – Lynn Green  
Deputy Director – G.P. Foster  
1202 Northport Drive, Madison, WI 53704-2092

JOE PARISI  
DANE COUNTY EXECUTIVE

Date: April 29, 2014

To: Chair and Members of the Personnel & Finance Committee

From: Lynn Green

Re: Approval to Recruit Two 1.0 FTE HS IT Specialists (Positions 986 and 2258)

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 two vacant 1.0 FTE HS IT Specialist positions. The County Executive has approved the freeze appeals for both of these positions.

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

The HS IT Specialist in position 986 is responsible for working with units within Human Services to analyze processes, write business rules and develop applications. This position is essential to meeting the urgent outstanding IT needs of the Department of Human Services. Additionally, this position performs many critical state reporting functions including HSRS (PPS Reporting), AODA, CORE and Mental Health reporting which brings in well over \$140 million.

The HS IT Specialist in position 2258 is responsible for support of CYF, including eWisacwis, social workers and administrative staff. Additionally, this person provides reporting services, training and iPad support.

### **How has this function been fulfilled during the vacancy?**

During the vacancy of position 986, several urgent IT projects that require programming resources have been indefinitely delayed. The list of new IT projects requiring programming resources has continued to grow as a result of increasing and unmet demand from department staff, state and other outside entities.

During the vacancy of position 2258, the HS IT team has relied on a combination of coverage by existing staff and assistance from the previous person in this position. We have been unable to accommodate a number of requests for support and training.

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

If 986 remains vacant, several urgent IT needs requiring programming resources will remain unmet. Additionally, our critical existing systems will not receive the maintenance required to operate according to changing demands of the field and technology putting the department and its hundreds millions of dollars of funding at risk.

If 2258 remains vacant we will struggle to provide timely end user support, training, reporting and enhancements to existing systems used by the CYF division. The support for PCs, laptops and iPads will lag leading to continued inefficiencies in the division.