

CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT



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To: HR/IT Committee

From: Corey Popp, Information Technology Director

Date: July 22, 2022

Re: Change Network Administrator Position to Systems Administrator

After ten weeks of careful, strategic consideration and evaluation, I am changing the vacant Network Administrator position on the IT department's Table of Organization to Systems Administrator. The new job description I created for a Systems Administrator more appropriately addresses the IT Department's needs and direction. Due to similarities in the qualifications for the roles, there is no financial impact to the department's budget. Following the change, the vacancy will be posted, and I will begin accepting candidates for the new Systems Administrator role.

The two job descriptions and the TO changes are attached. Please contact me if you have any questions regarding this change.