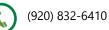# CITY OF APPLETON

INFORMATION TECHNOLOGY DEPARTMENT

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To: Human Resources/IT Committee and Common Council Members

From: Corey Popp, Information Technology Director

Date: April 21, 2022

Re: Addition of .20 FTE HR/IT Administrative Support Assistant

Together with HR Director Ratchman, I am proposing that the current HR Administrative Support Assistant be made an HR/IT Administrative Support Assistant. If approved, this role's FTE will increase from .80 to 1.0, with 80% of the salary being paid from the Human Resources budget and 20% being paid from the IT budget. The departments' workloads will be allocated along that same percentage.

This position has been shared in the past, so precedent exists for this request. The person currently in this role has also expressed hope to move to a 1.0 FTE in 2022. They have been introduced to this proposal and welcome the opportunity.

The annual impact on the IT department's budget is $8,938 (including benefits). For the remainder of 2022, this cost will come from the currently vacant role of Systems Analyst, which was budgeted at $62,604 for 2022 (including benefits). This change results in no financial impact on the HR budget.

I have attached a proposed job description and IT Table of Organization. Please contact me if you have any questions regarding this proposal.