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Information Technology Department
100 N. Appleton Street
Appleton, WI 54911

MEMO

To: Alderperson Thao and Members of the HR / IT Committee
From: Dean J. Fox, Information Technology Director
Date: 4/7/2021

Re: Request to Over Hire – Help Desk Analyst

The Information Technology Department's current Table of Organization includes two Help Desk Analysts. We recently received notification that one of our Analyst's is planning to retire August 2, 2021.

In order for us to have a successful transition of the duties and projects, I believe the City would greatly benefit from having the incumbent transfer their significant institutional knowledge over a 60 day period. The financial impact for this proposal is approximately \$20,000. Sufficient 2021 salary dollars will be available to accommodate this overlap based on the lower salary of the new hire.

If you have any questions regarding this recommendation, please contact Dean Fox.